

COMMITTEE BUSINESS MEETING

MEETING

BEFORE THE
COMMITTEE ON HOUSE
ADMINISTRATION
HOUSE OF REPRESENTATIVES
ONE HUNDRED FOURTEENTH CONGRESS

SECOND SESSION

MARCH 16, 2016

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COMMITTEE MARKUP

Wednesday, March 16, 2016

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE ADMINISTRATION,
Washington, DC.

The Committee met, pursuant to call, at 10:34 a.m., in Room 1310, Longworth House Office Building, Hon. Candice S. Miller [chairman of the committee] presiding.

Present: Representatives Miller, Harper, Davis, Walker, Brady, and Vargas.

Staff Present: Sean Moran, Staff Director; John Clocker, Deputy Staff Director; Bob Sensenbrenner, General Counsel; Erin McCracken, Communications Director; Max Engling, Professional Staff Member; Cole Felder, Legal Counsel; Nick Hawatmeh, Legal Counsel; C. Maggie Moore, Legislative Clerk; Tim Sullivan, Staff Assistant; Jamie Fleet, Minority Staff Director; Matt Pinkus, Minority Senior Policy Advisor; Khalil Abboud, Minority Deputy Staff; Mike Harrison, Minority Chief Counsel; Eddie Flaherty, Minority Chief Clerk; and Robert Henline, Minority Member Services Director.

The CHAIRMAN. I now call to order the Committee on House Administration for today's Committee hearing and our meeting. A quorum is present, so we can proceed.

The meeting record will remain open for 5 legislative days so that members might submit any materials that they wish to be included therein.

[The information follows:]

The CHAIRMAN. Our Committee is charged with overseeing the day-to-day operations and accountability of the House, and that is a responsibility I know that each of us take very seriously. Back in October, we met to make needed changes to the Members' Handbook as a part of a review of the expense reimbursement process to explore ways to strengthen the regulations governing official expenses.

This markup is different in that we are doing some forward looking in modernizing to help offices run more effectively, and it is this Committee's responsibility to provide continued accountability.

We, in conjunction with the House Committee on Ethics, House leadership, and other entities, like the CAO, work to ensure that hard-earned tax dollars are spent in the most transparent manner.

We regularly review and update the regulations governing official resources. We do this by working with House offices to determine their needs and how to best educate the offices when it comes to complying with the regulations we issue.

Our Committee also works with the CAO to help ensure compliance with our regulations and identify ways to improve public transparency of these expenditures.

We are meeting on a number of housekeeping items that will help update our existing regulations to reflect current practice, remove outdated terminology, and clarify areas of confusion.

The resolutions being considered by the Committee today reflect the continued evaluation of House processes to best assist the House community.

The first Committee Resolution before us updates the Guide to Outfitting and Maintaining an Office. This guide, last updated in 2005, is a detailed collection of policies and regulations applied to the acquisition, transfer, disposal, and maintenance of furnishings, equipment, software, and related services provided to an office. We want to help offices have a very smooth transition so that they can get about the people's business as soon as possible.

This resolution will modernize policies and terminology relevant to Member and Committee offices and reflect current practices in the House. This will help guide Members when setting up their offices and transferring office assets.

The second Committee Resolution creates a new handbook to be used for Eligible Congressional Member Organizations. Previously, a large Congressional Member Organization had to develop complicated administrative arrangements in regard to staffing. At the start of the 114th Congress, the House voted to include a reform within House Rules to pave the way for specific large organizations and to ease this administrative burden.

For example, the Republican Study Committee and Congressional Black Caucus have very onerous rules to operate under when staffing their caucus and paying staff. We worked in a bipartisan spirit on this resolution to make sure that they can staff their caucuses transparently, efficiently, and easily.

This handbook allows for qualifying Congressional Member Organizations to establish an account to pay for administration expenses, as long as they meet certain parameters, such as the membership size, and comply with the regulations developed by the committee in the accordance with the House Rules.

The third Committee Resolution we are considering today will provide a number of technical changes and clarifying language updates to help offices better understand the Members' Congressional Handbook.

These are good changes that will hopefully help improve compliance to the rules, as well as to improve cost savings and efficiency. One in particular being a provision allowing qualifying Members to share district offices with other Members of the House, which will be approved by the Committee on a case-by-case basis. This will allow Members who, for example, share a town to have one central location to serve the constituents of that town. In addition to being more efficient and helpful for the constituents, it also has the potential to save taxpayers dollars.

The fourth and final Committee Resolution before us will be amending the Committee Handbook. The Committee Handbook was last updated over a decade ago, and the vast majority of the changes we are proposing today merely reflect this lapse in time.

These changes will provide updates to simply reflect current practice by updating the applicable House rules, statutes, and removing language which no longer applies.

The resolution will update regulations pertaining to the use of the Frank. It was important that the handbook be updated to reflect that many Committees now communicate electronically through avenues like Facebook Ads, e-newsletters, and social media. Committees can now use their funds to advertise their location and contact information, as well as to update applicable use of mass communications.

I certainly want to thank all the Members of the Committee for being here today and for their hard work on these resolutions.

I certainly want to thank our Ranking Member, Mr. Brady. These resolutions before us are the combined product of a true bipartisan effort, where our staffs have worked very hard to achieve and arrive at these changes. I know I speak for the Ranking Member when I say that aiding this institution and ensuring that we have the right policies in place is our duty, one that each of us, and certainly our staff members, take seriously.

With that, I would like to recognize the Ranking Member, Mr. Brady, for his opening statement.

Mr. BRADY. Thank you. Thank you, Madam Chair. And thank you for holding this markup today.

Rather than speak to each of the resolutions individually, I will submit longer comments for the record and just make a few comments here.

I support these four resolutions. The updates to our handbooks and committee guides are long overdue. Some of the updates we are making here sure should have been made 10 years ago, so it is good that we are doing this today.

I appreciate your working with my staff on these proposals. We have bipartisan agreement on all of them, and I will be supporting all of them. We approached this process wanting to make our House work better, and I think we did that. Commonsense updates and some basic reforms will hopefully result in less work in the administering of our offices, and some of these proposals could actually save some Members money.

I also support the ECMO proposal, and I am glad we consulted with Employment Counsel on the final draft. I would specifically like to thank Gloria Lett and Ann Rogers of the Clerk's Office for their help.

This proposal makes things easier for these Member organizations as we implement these new regulations. I hope that we continue working together to resolve any unexpected issues. I look forward to continuing to work with you, my friend from Michigan, and urge my colleagues to support the resolutions before us today. Thank you.

The CHAIRMAN. I thank the gentleman very much.

Are there any other Members that wish to have an opening statement?

The chair recognizes Mr. Harper from Mississippi.

Mr. HARPER. Thank you, Chairman Miller.

I would like to commend you and Ranking Member Brady on the strong show of bipartisanship represented by the handbooks which

we are considering today. The update of these regulations is overdue, and there is a reason for that. Finding consensus on a group of regulations that affect the operations of over 435 Member offices, all of the standing committees, and several Member organizations is no easy task.

I want to thank the staffs on both sides, majority and minority, for their commitment and tenacity in seeing this task through. I know you spent countless hours on probably countless versions of these regulations, and I want each of you to know that we appreciate your efforts.

Most Members will probably never see these regulations and would not likely read them if they did perhaps, but their daily activities are governed by them, and it was important to get them right. So I thank everyone involved in this and the staffs.

And I yield back. Thank you.

The CHAIRMAN. I thank the gentleman for his comments.

Any other Members wish to make an opening statement?

The gentleman from Chicago—excuse me, Illinois, not Chicago.

Mr. DAVIS. Those are fighting words where I come from, Madam Chairwoman.

Less of an opening statement, but more of a comment, because I know this process is going to be very quick today. I want to thank you, the ranking member, and all the members of this committee, and especially the staff, for working so hard to do things to address some issues, as the ranking member said, should have been addressed, could have been addressed even years ago.

Simple changes, like allowing Members to share district offices, can really save taxpayer dollars. This is a great step forward. The committee, both sides, the staff worked very, very hard to address issues that are very, very important to staffers not only here in Washington, but district staffers, you know, where I used to work. And the clarifications truly do help them do a better job on behalf of their Member and on behalf of this institution.

So thank you all again for your hard work. I truly appreciate it.

The CHAIRMAN. I thank the gentleman from Illinois for his comments.

Any other Member have any comment?

Okay. I will now call before the Committee our first agenda item, which is Committee Resolution 114, a Committee Resolution updating the Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives. Without objection, the first reading of the resolution is dispensed with and the resolution is considered read and open for amendment at any point.

[The information follows:]

Guide to Outfitting and Maintaining an Office

Committee Resolution 114-__

Resolved that, the regulations of the Committee on House Administration, known collectively as “Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives” are hereby amended as follows, superseding all prior versions:

GUIDE TO OUTFITTING AND MAINTAINING AN OFFICE OF THE U.S. HOUSE OF REPRESENTATIVES

Last Updated March 8, 2016

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I. INTRODUCTION

This Guide is issued by the Committee on House Administration and includes the regulations, policies, and procedures applicable to the acquisition, transfer, disposal, and maintenance of furnishings, equipment, software, and related services. This Guide and the regulations, policies and procedures contained herein are effective March __, 2016.

Offices are reminded that the related regulations of the Committee on House Administration included in the Members' Congressional Handbook and the Committees' Congressional Handbook, Rules of the House of Representatives, ethics rules adopted by the Committee on Ethics, and/or Federal laws also apply. Offices should contact the Committee on House Administration at (202) 225-8281 with any questions regarding the regulations of the Committee.

II. OFFICE SPACE

A. DC Office

Member office suites in Washington, DC are assigned through a room lottery which takes place in November of each election year and are governed by the rules adopted by the House Office Building Commission. The lottery process is managed by the Superintendent of House Office Buildings. The *Rules and Procedures*

Governing the Selection and Assignment of Suites in the House Office Buildings can be found with the Office of the Superintendent.

B. District Office

A Member is authorized to lease office space in the District from which he/she has been elected as the location of his/her congressional District Office(s). Please refer to the *Members' Congressional Handbook* for policies related to District office leases.

III. FURNISHINGS, EQUIPMENT, SOFTWARE

A. Acquisition

Ordinary and necessary expenses related to the acquisition of items for use in offices are reimbursable from applicable office funds. Items may only be acquired as the result of a bona-fide arm's length marketplace transaction. All items acquired must be for official purposes only and are, and shall remain, the property of the House. Official items may only be used with other official items, except where stated otherwise. Note: Interest charges on credit card purchase are not reimbursable.

Acquisitions may be procured from the vendor of choice on a one time purchase plan (the total purchase cost of an item is charged to the applicable office funds at the time of purchase); a two year purchase plan (the purchase cost is amortized in 24 equal monthly payments); or on a lease plan (the term of which may not extend beyond the Member or Chair's current term).

1. Furnishings

Furniture is not reimbursable for Washington, DC, congressional offices. In Washington, DC, the Office of the Chief Administrative Officer (CAO) provides furnishings to each Member and Committee office at no charge to them. Furnishings are selected from a catalogue of items approved by the Committee on House Administration, which is made available on HouseNet. In some circumstances, an office may incur expenses in support of the reconfiguration of the modular systems-style furnishing. Such expenses will be charged to the applicable office funds.

Each Member and Committee office is outfitted with standard carpet and drapes provided by the CAO at no charge to the applicable office funds. If the carpet and/or drapes in the selected Member suite have met the life-cycle requirements as approved by the Committee, they are eligible for replacement. Provided these requirements are met, Members may choose new carpet/drapes from the House's standard selections. They will be installed at no charge to the applicable office funds.

Committee Hearing/Ante rooms may receive non-standard carpet/drapes and do not fall within this guideline.

In District offices, any requests for new purchases of furniture are to be submitted to the CAO. These purchases may be made on a one-time or two year payment plan with the exception of the Election Year Restriction noted

below. If available, the General Services Administration (GSA) can provide excess furniture at no cost to the congressional office. Prior to the purchase of any furnishing exceeding \$5,000 per item, written approval must be obtained from the Committee on House Administration. Contact the Committee on House Administration at x58281 for more information

a. Election Year Restrictions

Effective June 1st of an election year, a Member seeking re-election may ONLY acquire district office furnishings on the one-time payment or a lease plan.

- This restriction does not apply to Members who, after their primary election, are unopposed in the general election.
- After the general election, re-elected Members may resume acquisition on the two-year payment plan.

For additional information pertaining to furnishings, contact the CAO at 202-225-8000.

2. Equipment

All computer and computer-related equipment procured for use in Member or Committee offices must meet the House's Standards for New Purchases of Computer-related Equipment. For Video Teleconferencing equipment, the office must comply with the House's Standards for Video Teleconferencing (VTC) Purchases.

Equipment may be procured from the vendor of choice on a one-time purchase plan, a two-year purchase plan, or on a lease plan.

Equipment items with an original purchase cost of **\$500.00 or more** must be approved through the CAO.

Equipment may be procured directly from a vendor or, upon request, through the CAO. If procured directly from a vendor, the expense must be processed through the voucher process and will be deducted from the applicable office funds at that point. If procured through the CAO, items will automatically be assigned to the Member or Chair's equipment inventory and the purchase cost (and any other corresponding costs, e.g., an extended warranty) will automatically be charged to the applicable office funds.

a. Election Year Restrictions

Effective June 1st of an election year, a Member seeking re-election may ONLY acquire equipment on the one-time payment or a lease plan.

- This restriction does not apply to Members who, after their primary election, are unopposed in the general election.

- After the general election, re-elected Members may resume acquisition on the two-year payment plan.

For information on telecommunications equipment please see *III A. Telecommunications Services*.

3. Software

All software installed on official computers must conform to House security and data standards as outlined in the *House Information Security Policies* and *House Information Security Publications* and policies approved by the Committee on House Administration.

House-procured site licenses for common software programs are available to offices at no charge. House-wide site licenses are restricted to House-owned equipment.

Consistent with Rule XXIV, a Member may use a mobile device purchased with personal or principal campaign committee funds for official business. House-wide site licensed software may be installed on these devices, so long as the device meets the *Minimum Standards for Supported Equipment* to be supported or connected to the House network.

The purchase cost of additional software necessary to support the official business of an office is reimbursable from the applicable office account.

The CAO provides technical support, at no charge, for a variety of software programs commonly used by House offices. The CAO will not provide technical support for software that is not included on the *Supported Software List* or installed on other than House-owned computers.

Software acquired with official funds may be installed on a personally owned computer of a Member/Chair, as long as such installation does not violate applicable license agreements. Such software may only be used for official purposes.

For information on Correspondence Management Systems (CMS) please see section III. C. *Correspondence Management Systems (CMS)*

B. Joint Acquisition

Members/Chairs may jointly acquire equipment items with other Members/Chairs, provided the offices have agreed in advance and in writing, to:

1. The allocation of the cost(s) of acquisition of the item, under whichever payment plan is chosen;
2. The allocation of any additional monthly fees;
3. The allocation of liability for damage or loss;
4. The conditions for termination of the agreement;
5. The location of the equipment.

C. Installation

Installation charges included on a purchase order for an item are added to the cost of the item and will be charged to the applicable office funds in accordance with the payment plan chosen for the item. Installation charges should be negotiated in advance and may be charged on an hourly or a piecework rate.

If installation charges are incurred, other than at the time of acquisition, they may be paid by the office from its applicable office funds.

Once an equipment item has been received and installed, the office is required to fill out the Equipment Installation/Acceptance Notice form to ensure that payment on the item can be authorized and the item can be added to the inventory by the CAO.

D. Return Policy

Items may be returned in accordance with the return policy of the vendor. However, regardless of the vendor's policy, if after 60 days from the date of delivery (as indicated on the vendor's delivery ticket) an office has not signed the Equipment Installation/Acceptance Notice, the office will be liable, from the date of delivery, for 4.2% of the original price per month to be paid to the vendor as a rental fee.

Vendors are authorized to send invoices for such rental fees directly to the CAO.

Such fees will be automatically charged to the applicable office funds.

E. Trade-In Policy

To reduce the cost of acquiring replacement equipment and district office furnishings, an office is authorized to take advantage of trade-in or exchange/sale programs offered by a vendor. The terms and conditions of the program offered to the office must be the same as those offered to the public at large and the value of the trade-in or exchange must be at the fair market value.

F. Transfer

1. Member Offices

Equipment items transferred from a Member's Washington, DC office to his/her District office shall be assigned to the District office inventory for one year and shall not be eligible for disposal until such year has expired. The CAO will process the shipping request between DC and the District and will deduct the cost from the applicable office funds. Shipping requests between the District and DC or between District offices are to be handled by the congressional office and are also reimbursable from the applicable office funds.

Furniture may not be transferred between the Washington, DC and District offices (and vice-versa). However, furniture may be transferred between a Member's own District offices.

Members may transfer equipment items to other Member and Committee offices, provided that the equipment has been on their inventory for a minimum of one year.

a. Election Year Restrictions

Effective June 1st of an election year, or the date a Member is defeated in an election or announces or takes steps evidencing intent to retire, resign, or run for another public office, whichever comes first, a Member may transfer equipment items from his/her Washington, DC to his/her District offices, only if the condition and/or technical specifications of the items are below the *House Standards for*

Congressional Transitions or the items are replaced in the Washington, DC office by equivalent or better. Whenever computer equipment is transferred to the District, it must be replaced by equipment that meets the *Standards for New Purchases of Computer-related Equipment*. Replacement items must be purchased on the one-time payment plan.

Transfers between a Member's own District offices are permitted. No other transfers are permitted.

2. Committee Offices

Committee Chairs may transfer equipment items to other Member and other Committee offices, provided that the equipment has been on their inventory for a minimum of one year.

G. Disposal/Removal

All equipment, furnishings, and items on the Member's inventory may only be disposed of through the CAO.

In Washington, DC, Members and Committees may request that unwanted furnishings or equipment items (with no remaining obligations) be removed. The request must be placed through the CAO as they will process the requests, update the office's inventory(s), and arrange for the physical removal of the items. Modular furniture items are not eligible for disposal except to accommodate for a reduction in the number of required workstations. Equipment items transferred from a Member's Washington, DC office to a District office shall be assigned to the district office inventory for one year shall not be eligible for disposal until such year has expired.

Inherited District office furnishings and equipment which have no remaining obligations may be disposed of at any time. Items with remaining obligations are eligible for disposal through June 30th of the first year of the Member's term, or 180 days after the start of the Member's term if elected in a special election, regardless of whether or not the remaining obligations have been fully satisfied.

1. Election Year Restrictions

Effective June 1st of an election year or the date a Member is defeated in an election or announces or takes steps evidencing intent to retire, resign, or run for another public office, whichever comes first, a Member may request the disposal of equipment or District office furnishings only if the items to be disposed of are below the *House Standards for Congressional Transitions* set by the Committee on House Administration. The request must be placed through the CAO as they will process the request, update the inventory, and arrange for the physical removal of the items.

H. Congressional Transitions

1. Disposition of Member DC Office Furnishings and Equipment

In Washington, DC, the succeeding Member will inherit the furnishings and the equipment of the previous occupant of his/her assigned office suite. Furnishings for the Washington, DC office are provided by the CAO at no charge to the office. Standard inventory furniture items may be disposed of at any time. Modular furniture items are not eligible for disposal except to accommodate for a reduction in the number of required workstations. Member offices must have a minimum of ten workstations that meet or exceed *House Standards for Congressional Transitions* as set by the Committee on House Administration. Should a Member inherit fewer than ten workstations, the CAO will purchase the appropriate number and charge it to the Member's applicable office funds.

a. Items Eligible for Member Personal Purchase- DC Office

Prior to the end of his or her term, a retiring Member may submit a request to purchase his/her standard inventory desk and desk chair from the Washington, DC office. If the desk or chair is a special inventory item, it may or may not be available for purchase, subject to a determination to be made by the Chair of the Committee on House Administration. Contact the Committee for information regarding the purchase costs of these items. A request to purchase these items, if eligible for purchase, should be submitted in writing to the Committee, accompanied by a personal check or money order made payable to the US Treasury to cover the purchase cost of the items.

A retiring Member may purchase mobile devices assigned to his/her office. To exercise this option, the retiring Member must submit a request, in writing identifying the items to be purchased, to the CAO prior to the end of his/her term. The CAO will provide written notice to the retiring Member of the price of the eligible items. Payment for these items shall be made by the retiring Member via a personal check or money order made payable to the US Treasury.

The retiring Member is also personally responsible for the shipping costs of purchased items, including applicable handling and storage charges. Shipping arrangements will be made by the CAO and the retiring Member will be sent an itemized statement of charges for these services.

2. Disposition of Member District Office Furnishings and Equipment

In the District, the succeeding Member will inherit the District office furnishing items and equipment assigned to his/her predecessor's inventory. Any obligations associated with an inherited item will be charged to the Member's applicable office funds until such time as the obligation is satisfied or the item is disposed.

Inherited District office furnishings and equipment items which have no remaining obligations may be disposed of at any time in coordination with the CAO. Items with remaining obligations are eligible for disposal through June 30th of the first year of the Member's term (or within 180 days of the start of the Member's term if elected in a special election), regardless of whether or not the remaining obligations have been fully satisfied. Also see the section titled Disposal/Removal.

a. Items Eligible for Member Personal Purchase- District Office

A retiring Member may purchase any District office furnishings and equipment items which his or her successor decides to dispose of. To exercise this option, the retiring Member must submit a request in writing, identifying the items that he/she is interested in purchasing, to the CAO prior to the end of his/her term. Pricing will be determined by the CAO. If there are outstanding obligations on an item, the obligations will be calculated into the price. Some software licenses may limit use of the software to offices, making them unavailable for purchase by retiring Members. The CAO will provide written notice to the retiring Member of the availability and price of the requested items.

A retiring Member may purchase mobile devices assigned to his/her office. To exercise this option, the retiring Member must submit a request, in writing, identifying the items to be purchased, to the CAO prior to the end of his/her term. The CAO will provide written notice to the retiring Member of the price of the eligible items. Payment for these items shall be made by the retiring Member via a personal check or money order made payable to the US Treasury.

The retiring Member is also personally responsible for the shipping costs of purchased items, including applicable handling and storage charges. Shipping arrangements will be made by the CAO, and the retiring Member will be sent an itemized statement of charges for these services.

3. Disposition of Committee Office Furnishings and Equipment

The succeeding Chair will inherit all the items assigned to the previous Chair's inventory. Standard inventory furniture items may be disposed of at any time in coordination with the CAO. Modular and systems furniture items are not eligible for disposal, except to make accommodation for a reduction in the number of required workstations. Equipment items which have no remaining obligations may be disposed of at any time in coordination with the CAO.

I. Inventory

Members and Chairs are personally responsible for all items on their office inventories and will be required to certify in writing that the results of each physical inventory are accurate.

Items on the inventory must remain in the office with the exception of portable items (cell phones, laptops, tablets, etc.) which may be located outside the Member or Committee office, as required to support the conduct of official business.

1. DC Member and Committee Offices

The CAO shall maintain an inventory of all Member and Committee office equipment items having an original purchase price of \$500 or more. The CAO shall perform a physical inventory of these items:

- Whenever a Member or Committee office relocates; or
- Whenever there is a change in the office holder (Member or Chair); or
- At least once every six years.

The CAO shall maintain an inventory of all telecommunications equipment and service assigned to each office, regardless of purchase cost. They shall conduct this physical inventory annually.

Additionally, offices are encouraged to maintain an in-office list of items with an original purchase cost of \$499.99 or less. Each item on the list should be documented with receipts showing the date and amount of the purchase. Should an office be subject to a natural disaster, electrical fire or similar infrastructure deficiency, act of terrorism, etc., the list may be required to document lost or damaged items.

2. District Offices

The CAO shall maintain an inventory of all District office equipment and furnishings that have an original purchase price of \$500 or more. GSA shall perform a physical inventory of all furnishing and office equipment items assigned to each district office:

- Whenever there is a change in the office holder; or
- At least once every six years; or
- Whenever a Member closes a district office

J. Liability

Members and Chairs are personally responsible for missing, damaged, or stolen equipment on their office inventories. Should an item become missing, damaged, or stolen, the Member/Chair must promptly notify the CAO, in writing, of the circumstances surrounding the disappearance of or damage to the item and attach any supporting documentation, including a police report if the item was stolen. Upon receipt of the letter, the CAO will promptly send the Member/Chair a letter indicating the net book value of the item at the time it was discovered missing or stolen or, if damaged, the extent of the damage and the amount of the Member's/Chair's personal liability. The current value or repair cost shall be considered the amount of the Member's/Chair's personal liability.

The Member/Chair may request relief from personal liability by submitting an appeal, in writing, to the Committee on House Administration. Decisions regarding the personal liability of a Member/Chair will be based on the facts and circumstances of each case.

If the Committee relieves a Member/Chair of personal liability, the CAO shall pay any remaining obligation on the item from the appropriate House account, and

remove the item from the office's inventory. If the Member/Chair is found liable, he or she should reimburse the US Treasury for the current value of the item, and any remaining obligation on the item will be charged to the applicable office funds. In a circumstance beyond a Member's/Chair's control (natural disasters, electrical fires or similar infrastructure deficiencies, terrorism, etc.), the above procedures are waived. In such a circumstance, the Member/Chair should provide a written explanation to the Committee regarding the circumstances and provide a list of missing, damaged, or stolen items. The Committee will evaluate each case and make a determination regarding liability based on the supporting facts. Upon written notification from the Committee on House Administration, the CAO will remove, without penalty to the Member, items that are not economical for the House to repair. Any outstanding obligations on such items will be charged to the applicable office funds. To the extent possible, the CAO will replace such items at no cost to the office.

IV. SERVICES

A. Telecommunications Services

Communications equipment and services acquired with official funds may be used with a computer personally owned by a Member only for official purposes.

1. Data Services

All data services must conform to House security and data standards as outlined in the *House Information Security Publications* and *House Information Security Policies* as approved by the Committee on House Administration.

a. DC Offices

The CAO maintains the House data network and provides both network and public internet access to all Washington, DC offices at no charge.

b. District Offices

The CAO provides data service between Washington, DC and one district office per congressional district at no charge to the office. Offices may incur expenses for additional or alternative data services for their district offices.

Charges for all House data services ordered through the CAO will appear on the office's monthly Telecommunications Statement of Charges and will be paid automatically from the applicable office funds.

2. Voice Services

a. DC Offices

The CAO provides voice service to Washington, DC offices through a House-owned PBX (Private Branch Exchange). The PBX provides a variety of features and services to Washington, DC offices, including voice mail, call forwarding and music on hold. The CAO also provides a variety of display phones, speaker phones and headsets for use with

the House PBX. The CAO charges a fee to install or move phones on the House PBX.

Long distance service, including calling cards, is provided to the House at specially discounted rates. Long distance and calling card charges will appear on the monthly telecommunications statement of charges.

b. District Offices

Local voice service for the district office is arranged by contacting a local exchange carrier serving the area in which the district office is located. Offices are responsible for payment of expenses incurred. Offices may also use internet-based voice providers for their district office. Payment is made by submitting a completed voucher along with supporting documentation to the CAO. The CAO maintains maintenance agreements with telephone equipment service vendors. Contact the CAO to either use an existing maintenance agreement or to create a new maintenance agreement for your vendor.

A Member inherits the District office telephone equipment inventory of the Member's predecessor. As with other inherited inventory items, the Member will have until June 30th, to decide whether or not to dispose of any or all of these inherited items.

3. Mobile Devices and Mobile Services

The purchase of mobile devices and mobile device voice and data plans for official business are reimbursable. Only certain devices and device configurations can be connected to the House data network. All mobile devices must conform to House Information Security Publications and House Information Security Policies. Offices are strongly encouraged to consult with the CAO before acquiring a mobile device.

B. Maintenance Services

The CAO authorizes vendors to provide maintenance services required to support the operation of office equipment assigned to House offices. The CAO shall authorize maintenance vendors based on standards approved by the Committee on House Administration. A Member or Chair may enter into a contract with a CAO authorized vendor by submitting an approved Client Work Order (CWO).

Maintenance services available under these contracts may include, but are not limited to (a) hardware break/fix, (b) installation and configuration, (c) training, (d) maintenance, and (d) repair.

In most instances, an office may terminate its participation in a plan by giving 30 days notice with a CWO to the CAO; the 30-day notice period begins on the date the vendor receives notification of the termination from the CAO.

C. Correspondence Management Systems (CMS)

Offices may only order CMS systems from a list of vendors authorized by the CAO. Offices must use an authorized CWO to order CMS services. The CAO shall authorize CMS vendors based on standards approved by the Committee on House Administration.

D. Web Services

The CAO provides web services to Members at no charge to the Member. Offices may only order web services hosted within a House controlled domain (such as House.gov) from a list of authorized web vendors. Offices ordering web services must use an authorized CWO. The CAO shall authorize web vendors based on standards approved by the Committee on House Administration. A Member or Chair may enter into a contract with a CAO-authorized vendor by submitting an approved CWO. There are additional requirements in the Members' Congressional Handbook regarding official websites.

For reimbursement rules pertaining to internet communications, please see the communications section of the Members' Congressional Handbook.

V. MISCELLANEOUS

A. Vendor Disputes

The CAO tracks and provides assistance to offices in resolving disputes between an office and a vendor. To request assistance, contact the CAO.

B. Warranties

Offices may utilize original manufacturer warranties supplied or available for purchase either at time of acquisition or at a later date. There is no limit on the term of a warranty. Offices are responsible for placing service calls to the warranty service provider, unless warranty coordination arrangements have been made with their CMS or other maintenance vendors. Offices should be aware that some manufacturers require original receipts in order to honor warranties.

VI. GLOSSARY

APPLICABLE OFFICE FUNDS

Applicable Member and Committee office funds are the respective allowances of each office. In the case of a Member, the Members' Representational Allowance; in the case of a Committee, the Committee's authorization, pursuant to the applicable committee funding resolution.

APPLICABLE ACCOUNTS (OF THE HOUSE OF REPRESENTATIVES)

Applicable accounts are the accounts for salaries and expenses of committees (other than the Committee on Appropriations), the computer support organization of the House of Representatives, and allowances and expenses of Members of the House of Representatives, officers of the House of Representatives, and administrative and support offices of the House of Representatives.

ARMS-LENGTH MARKETPLACE TRANSACTION

An arms-length marketplace transaction is an arrangement in which goods and/or services, including quality of and access to such goods and/or services, are acquired under the same terms and conditions as are available to the public.

CHIEF ADMINISTRATIVE OFFICER (CAO)

The CAO is the elected officer of the House responsible for administrative, operational and financial functions of the House, as assigned by the Committee on House Administration.

CORRESPONDENCE MANAGEMENT SYSTEM (CMS)

A CMS is a software program designed to process constituent mail and store constituent information.

CLIENT WORK ORDER (CWO)

A client work order is an agreement signed by the Member and a vendor to order services. Those services are also covered by a master services agreement between the CAO and the vendor. Typically, the vendor cannot provide any services to the Member until the client work order is signed.

DISPOSAL/REMOVAL

Members have assets, such as furniture and equipment on their official inventory. After the Member no longer requires use of the asset, the Member can dispose of that asset by contacting the CAO. The CAO may make disposed assets available to another House office, or remove the asset from the broader House inventory and dispose to the General Services Administration.

GENERAL SERVICES ADMINISTRATION (GSA)

The GSA provides services related to district office space, relocation, furniture procurement, shipping, and storage.

HOUSE INFORMATION SECURITY POLICIES (HISPOLs)

HISPOLs are used to identify all general policies as developed to address information security items.

HOUSE INFORMATION SECURITY PUBLICATIONS (HISPUBs)

HISPUBs are the documents that describe the standards, procedures and/or processes that support their parent HISPOLs.

HOUSE STANDARDS FOR CONGRESSIONAL TRANSITIONS

Standards for electronic information systems that are to be inherited by freshman Members.

ITEM

An item is a furnishing, piece of equipment, or software program.

LEASE PLAN

A lease plan is a system by which a Member office may acquire items for a specified term and for a specified rent. When the acquisition is made by a Member or Chair, the term of the lease may not exceed the current Congress,

unless the lease allows for cancellation without penalty, when the Member/Chair leaves office.

MAINTENANCE CONTRACT

A maintenance contract is an agreement between a vendor and the CAO on behalf of the House to provide maintenance support and service for items.

MAINTENANCE VENDOR

A maintenance vendor is an individual or organization that has entered into a contract with the CAO to provide maintenance support and services for items. Such vendors include but are not limited to systems integrators, original manufacturers operating under warranty, and any other vendor operating under a contract with the CAO.

MINIMUM STANDARDS FOR SUPPORTED EQUIPMENT

The Minimum Standards for Supported Equipment is a set of criteria established by the CAO and approved by the Committee on House Administration to identify obsolete items. Maintenance vendors are not required to provide support for items that do not meet this standard. The details of this standard are available from the CAO and on HouseNet.

OFFICE

An office is a room or area assigned to a Member, Committee, or other office of the House as a location where official work is regularly performed.

ONE-TIME PLAN

A one-time plan is the system by which a Member and Committee office pays for the total purchase cost of an item at the time of the purchase or the balance due in one installment for an item acquired on the two-year plan.

PAYMENT PLANS

Payments plans are the authorized systems by which an office may pay for an item. The authorized plans are the one-time plan, two-year plan, and lease plan. Any item may be acquired on the one-time or lease plan. Only items costing over \$500 may be acquired on the two-year plan.

SITE LICENSE

A site license is a license acquired by an organization from a software manufacturer which allows the organization to install software governed by the license on multiple servers/computers at the organization's business site(s) as well as to make copies of the software for use by its offices.

STANDARDS FOR NEW PURCHASES OF COMPUTER-RELATED EQUIPMENT

The Standards for New Purchases of Computer-Related Equipment is a set of criteria established by the Committee on House Administration to ensure technical excellence and quality performance and to eliminate premature obsolescence. The details of this standard are available from HIR or HouseNet.

STANDARDS FOR VIDEO TELECONFERENCING (VTC) PURCHASES

These standards are a set of criteria established by the Committee on House Administration to ensure technical excellence, quality performance and to eliminate premature obsolescence. Please use the standards when consulting

with your VTC vendor to ensure optimal operation for your office video equipment.

SUPPORTED SOFTWARE LIST

This list is based upon House licensed software, compatibility with other House systems and services, and the manufacturers end of support date.

Resolved further, that the Chairman of the Committee on House Administration is authorized to make technical and conforming modifications to the Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all congressional offices by suitable means.

The CHAIRMAN. Last updated in 2005, this guide is a detailed collection of policies and regulations applicable to the acquisition, transfer, disposal, and maintenance of furnishings, equipment, software, and related services. The guide has been restructured to be more user friendly and updated to reflect today's policy.

Mr. Brady, do you have any statement on the resolution?

Any other member wish to comment?

Without that, then I would move that the Committee adopt the Committee Resolution. The question is on the motion to adopt the resolution.

All Members who are in favor of the resolution, signify by saying aye.

Any opposed?

In the opinion of the chair, the ayes have it, the ayes have it, and the motion is agreed to.

Without objection, the motion to reconsider is laid upon the table.

I now call before the Committee our second agenda item, Committee Resolution 114, a Committee Resolution creating the Eligible Congressional Member Organization Handbook. Without objection, the first reading of the resolution is dispensed with and the resolution is considered read and open for amendment at any point.

[The information follows:]

Eligible Congressional Member Organization Regulations Committee Resolution 114-__

Resolved that, the regulations of the Committee on House Administration, now known collectively as “Eligible Congressional Member Organization Regulations” are hereby constituted as follows:

Introduction: Members' Representational Allowance Funding and Its Use by Eligible Congressional Member Organizations.

Eligible Congressional Member Organizations

The following regulations of the Committee on House Administration, collectively known as the Eligible Congressional Member Organizations Handbook (“ECMO Handbook”), govern all expenditures from an ECMO account.

The Handbook regulations assist the Chair of the ECMOs in determining whether expenses are reimbursable. Therefore, the Handbook contains broad descriptions of reimbursable expenses, but is not an exhaustive list of such expenses.

Questions about reimbursement of an expense should be directed to the Committee on House Administration at x58281 prior to incurring the expense.

Administrative, financial and non-legislative support services (e.g., equipment purchases, technology standards and services, office supplies, room reservation and set-up) are acquired through the Office of the House Chief Administrative Officer (“CAO”). For further information about the CAO's services, please refer to HouseNet, the House intranet (<https://houseset.house.gov>) or the CAO's services office, First Call, at x58000.

The Handbook is a collection of regulations issued by the Committee on House Administration. In drafting these regulations, the Committee consults with other committees of the House, House leadership, Member office staff, and the Officers of the House.

General

Registration

For the 114th Congress, CMOs that meet certain criteria established by the House Rules may register with the Committee on House Administration as Eligible Congressional Member Organizations (ECMO).

ECMOs must provide the following information:

1. Name
2. Statement of Purpose

3. Chair and Vice Chair of the ECMO
 4. Employees designated to work on issues related to the ECMO (minimum of three employees are required).
- CMOs should register through a letter to the Chairman of the Committee on House Administration. CMOs granted ECMO status will be informed by the Chairman of the Committee on House Administration.

Membership

The Chair and Vice Chair of the ECMO must be a Member of the House. Members of both the House and Senate may participate in ECMOs. The participation of Senators in an ECMO does not impact the scope of authorized ECMO activities in any regard.

Funding and Resources

Unlike Member and committee offices, ECMOs are not entitled to specific numbers of staff positions. An ECMO may acquire staff positions and the resources to fund the positions only by written agreement between a participating ECMO Member and the ECMO Chair. All agreements must be filed with the Committee on House Administration. Neither ECMOs nor individual Members may accept goods, funds, or services from private organizations or individuals to support the ECMO.

Expenses

When an expense is incurred, the Chair of the ECMO must determine the primary purpose for the expenditure. Is the primary purpose for the expenditure official and representational of the ECMO? Or is it primarily related to personal, campaign-related political party, campaign, Member office or committee activities? Only expenses the primary purpose of which are official and representational of the ECMO and which are incurred in accordance with the Handbook are reimbursable.

1. The ECMO's funds derived from the MRA's pursuant to an agreement may only be used for official and representational expenses of the ECMO.
2. The Chair of the ECMO may expend personal funds in support of official and representational duties.
3. The MRA and/or the ECMO account may not be used to pay for any expenses related to activities or events that are primarily social in nature.
4. The ECMO funds may not pay for personal expenses.
5. The ECMO funds may not pay for campaign expenses.

6. The ECMO funds may not pay for campaign-related political party expenses.
7. The ECMO funds may not pay for committee expenses.
8. Committee resources may not pay for an ECMO's official and representational expenses.
9. Except where authorized by the Committee on Ethics, campaign funds may not pay for an ECMO official and representational expenses.
10. A Member may not maintain, or have maintained for his use, an unofficial office account for the purpose of defraying or reimbursing ordinary and necessary expenses incurred in support of an ECMO's official and representational duties.
11. An ECMO may not accept from any private source in-kind support having monetary value for an official activity.
12. The Chair of the ECMO is personally responsible for the payments of any official and representational expenses incurred that exceed the provided ECMO funds or that are incurred but are not reimbursable under these regulations.
13. Unless specifically authorized by an applicable provision of federal law, House Rules, or Committee Regulations, no Member, relative of the Member, or anyone with whom the Member has a professional or legal relationship may directly benefit from the expenditure of ECMO funds.
14. The ECMO funds are available for services provided and expenses incurred from January 3 of one year through January 2 of the following year. All expenses incurred will be charged to the allowance available on the date the services were provided or the expenses were incurred. Upon the death, resignation, or expulsion of a Member who is an ECMO Chair, the ECMO Vice-Chair shall assume the duties of the ECMO Chair until such time as a new ECMO Chair is elected.
15. Requests to obligate prior year funds after January 2 of the succeeding year will be considered by the Committee when a Chair of an ECMO provides documentation demonstrating a bona fide intent to obligate the prior year's funds during the applicable year.
16. The ECMO funds are not transferable between years.
17. ECMOs may not use official resources to misrepresent their current official positions or titles within the House.
18. Pursuant to 18 U.S.C. § 1913, ECMO funds may not be used for certain activities in the absence of authorization by Congress. Contact the Committee on House Administration at x58281 for more information.

Budgeting and Disclosure

The Committee recommends that each ECMO establish an annual budget for the MRA they receive. To assist in this process, the Office of Finance sends each ECMO monthly statements showing year-to-date expenditures and obligated amounts. The quarterly expenditures reflected in these statements are compiled and published as the Quarterly Statement of Disbursements, which is a public document.

Each ECMO must submit to the Committee on House Administration, by the 18th of each month, a report signed by the Committee Chair on the activities of the committee during the preceding month. The monthly report must include the following:

- a. Statement of expenses for the month and year to date. An ECMO must reconcile their figures with the Monthly Financial Statement prior to submitting the monthly reports.
- b. List of ECMO employees, job titles and gross monthly salaries (a copy of the monthly Payroll Certification Form is acceptable).
- c. Certification by the Chair of the reporting ECMO that the report is available to Members of the ECMO for examination.

Monthly reports for each ECMO will be available for public inspection at the Committee on House Administration.

Disbursements

Disbursements from the ECMO are made on a reimbursement or direct payment basis and require specific documentation and the ECMO's Chair's certification as to accuracy and compliance with applicable federal laws, House Rules, and Committee regulations.

Reimbursements and payments from the ECMO funds may be made only to the ECMO Chair, the ECMO's employees, or a vendor providing services to support the operation of the ECMO's offices.

Incidental Use

Incidental personal use of equipment and supplies owned or leased by, or the cost of which is reimbursed by the House of Representatives is permitted only when such use is negligible in nature, frequency, time consumed, and expense.

For example, limited use of government resources to access the Internet, to send or receive personal email, or to make personal phone calls is permissible, so long as the use meets the above criteria, and otherwise conforms with the Regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII).

Each ECMO office may adopt a more restrictive incidental use policy.

Overspending

Each ECMO Chair is personally responsible for the payment of any official and representational expenses incurred that exceed available ECMO funds. If an ECMO incurs an obligation to the U.S. House of Representatives and the amount of the obligation incurred exceeds the ECMO's funds, the Chair of the ECMO shall pay the obligation from personal funds. If the ECMO Chair fails to pay the obligation voluntarily, the CAO will deduct the amount owed from any pay, mileage, or expense money due to the ECMO Chair in the case of a sitting Member or through an administrative offset or legal action in the case of a former Member. The Office of Finance will notify the ECMO Chair if that ECMO is projected to overspend the available ECMO funds.

Contact the Office of Finance at x57474 or the Committee on House Administration at x58281 for assistance with accounting and budgeting.

Staff

General

No ECMO has hiring authority without the contribution of a staff position, or "hiring slots," by a participating ECMO Member. Once contributed to the ECMO by an ECMO Member, the ECMO Chair will enjoy authority to hire, establish the terms and conditions of employment, and terminate the employment of ECMO staff made possible by the contribution of the hiring slot by the ECMO Member.

These terms and conditions must be consistent with applicable federal laws and House Rules. Personnel actions affecting employment positions in the House of Representatives must be free from discrimination based on race, color, national origin, religion, sex (including marital or parental status), service in the military, disability, or age.

1. Personnel actions affecting employment positions in the House of Representatives must be free from discrimination based on race, color, national origin, religion, sex (including marital or parental status), service in the military, disability, or age.
2. A Member or ECMO may not retain an employee on payroll who does not perform official duties commensurate with the compensation received for the offices of the employing authority. (House Rule XXIII, clause 8(a)).
3. "Employee" means an individual appointed to a position of employment in the House of Representatives by an authorized employing authority including individuals receiving pay disbursed by the CAO and individuals in a Leave Without Pay or furlough status.
4. "Staff" refers collectively to employees who serve in the office of an ECMO.
5. Annual rates of pay may not exceed the amount specified in the Speaker's Pay Order.
6. Total compensation in any month including any lump sum and regular pay, student loan program payments, (including cash reimbursement for accrued

annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order.

7. Retroactive pay adjustments are not authorized.
8. Government contributions to retirement, life insurance, Thrift Savings Plan, transit benefits, Student Loan Repayment Program and health benefits programs are not charged to the MRA or ECMO funds.
9. Each month, the ECMO will receive a Payroll Certification Form from the Office of Payroll and Benefits that lists the annual pay and gross pay earned for each employee. If an employee is a relative of a current Member of Congress, the nature of the relationship to the Member must be noted on the Payroll Certification Form. The ECMO Chair must certify the information and return the form to the Office of Payroll and Benefits no later than the 15th day of the month. Contact the Office of Payroll and Benefits at x51435 for payroll forms.

Employee Ceiling

AN ECMO may employ staff only pursuant to an agreement between an ECMO Member contributing a hiring slot and the ECMO Chair. No ECMO may simultaneously employ more than 18 individuals.

Contractors

ECMO's may contract with firms or individuals only for general, non-legislative and non-financial, office services (e.g., equipment maintenance, systems integration, data entry, staff training, photography, custodial services, and web services) for a specified time period not to exceed the calendar year. Such contracts are reimbursable. Such contractors are not employees of the House and are ineligible for government-provided personnel benefits.

Contractors do not require a staff slot.

ECMO Chairs are advised to consult the Committee on House Administration when entering into such contracts.

Civilian Annuitant

If an ECMO employs a federal civil service annuitant, the amount of the annual annuity, when added to the annual rate of pay at which the employee is to be paid by the ECMO, may not exceed the highest rate of basic pay as authorized by the Speaker's Pay Order. The combined total of the civil service annuity and the amount of the salary will be charged to the ECMO.

Waivers

ECMO offices will not be granted waivers of applicable annuity reductions or pay reductions.

Detailees

The term “detailee” means a non-Congressional federal employee assigned to a committee for a period of up to one year.

Pursuant to 2 U.S.C. § 4301(f), detailees may not be assigned to an ECMO office.

Interns

Only paid interns may be the subject of an agreement between a Member office and an ECMO.

Appointment

The official appointment of each employee requires the ECMO Chair’s signature on the Payroll Authorization Form (PAF). Hiring actions will not be processed without the required written agreement between the participating ECMO Member and the ECMO Chair. ECMO Chairs should use the *ECMO Consolidated Personnel Action Form / Employment Agreement* to submit the initial hiring action.

When hiring new staff to the U.S. House of Representatives, all personnel appointment PAFs, along with the completed appointment package, must be submitted to the Office of Payroll and Benefits no less than two business days prior to the effective date of hire. Completed appointment packages include the Appointment PAF, employment eligibility documents (U.S. Citizen and Non-U.S. Citizen requirements), Form I-9, Direct Deposit, W4, TSP-1 enrollment form, and Oath of Office.

Subsequent payroll transactions (changing from one House office to another, pay adjustments, title changes, furlough status, terminations, etc.) must also be made on the appropriate PAF or payroll form with the ECMO Chair’s signature. PAFs and payroll forms are due to the Office of Payroll and Benefits by the 15th day of the month in which the adjustment is effective to be included in the monthly regular payroll cycle, which is paid on the last business day of the month. PAFs and forms not submitted by the 15th of the month must be received by the Office of Payroll and Benefits no later than the last business day of the month in which the payroll transaction is effective. These transactions submitted will be processed in the off-cycle payroll.

Dual Compensation

The aggregate gross annual salary of an employee receiving payment from the House who is also receiving payment from the U.S. Senate, Architect of the Capitol, or any other department or agency of the U.S. Government, may not exceed the

gross annual rate established by 5 U.S.C. § 5533. For the current applicable dual compensation rate, contact the Office of Payroll and Benefits at x51435.

Fair Labor Standards Act (FLSA)

As employing offices, ECMOs are subject to the FLSA as applied to the House of Representatives through the Congressional Accountability Act of 1995. Therefore, ECMO Chairs are responsible for assuring compliance with the minimum-wage/maximum-hour provisions of the FLSA. In cases where non-exempt ECMO staff may be shared with other employing offices, an ECMO Chair must coordinate the other office to ensure compliance with the FLSA. For further information please contact the Committee or the Office of House Employment Counsel.

Family and Medical Leave Act (FMLA)

As employing offices, ECMOs are subject to the FMLA as applied to the House of Representatives through the Congressional Accountability Act of 1995. Applicable regulations provide that in some circumstances, ECMO staff may be considered as jointly employed by the ECMO and the ECMO Member who contributed the hiring slot corresponding to the ECMO staff person. In such cases, the joint employers may agree to become “primary” and “secondary” for purposes of fulfilling FMLA obligations to the employees. To understand FMLA obligations fully, please contact the Committee or the Office of House Employment Counsel.

Financial Disclosure

Members and employees receiving basic pay at a rate equal to or greater than 120 percent of the minimum pay for GS-15 for at least 60 days during any calendar year must file a Financial Disclosure Statement upon appointment, termination, and annually on May 15th.

Ordinary and necessary expenses incurred by ECMO and their employees, in support of the filing of reports consistent with the provisions of the Ethics in Government Act, are reimbursable.

In accordance with CHA Committee Resolution # 110-7, “Each House employee who is simultaneously employed by three or more House employing authorities for more than 60 days during a calendar year must file a Financial Disclosure Statement under 5 U.S.C. app § 101 et seq. by May 15 of each year.” This statement is required regardless of total compensation for the year. Contact the Committee on Ethics at x57103 for guidance concerning the current applicable rate of pay and other information regarding Financial Disclosure requirements.

Lump Sum Payments

An ECMO Chair may authorize a lump sum payment to an employee for any purpose consistent with the following:

1. Payments must be consistent with House Rule XXIII, clause 8(a), which requires that employees perform official duties commensurate with the compensation received. Employees may not be compensated from public funds to perform non-official, personal, campaign-related political party, or campaign activities on behalf of the ECMO, a Member, the employee, or anyone else;
2. A lump sum payment may not be more than the monthly pay of the employee receiving the lump sum payment;
3. Lump sum payments may be for services performed during more than one month;
4. ECMO's may provide lump sum payments for accrued annual leave only if such leave was accrued in accordance with written personnel policies established prior to the accrual of such leave;
5. Total compensation in any month including any lump sum payment, student loan payments, and regular pay (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order;
6. Lump sum payments will be disclosed separately in the Quarterly Statement of Disbursements;
7. Lump sum payments are considered as part of "rate of pay" under the Speaker's Pay Order;
8. Lump sum payments are considered "supplemental wages" for taxation purposes; and
9. Lump sum payments are not considered as part of "basic pay" for purposes of calculating Thrift Savings Plan, life insurance, or federal pensions.

Contact the Committee on Ethics at x57103 for information on the treatment of lump-sum payments with regard to financial disclosure, post-employment restrictions, and outside earned income limitations.

Pay Adjustments

An ECMO Chair may adjust, in any month, an employee's pay to reflect exceptional, meritorious, or less than satisfactory service.

Such adjustments must be received by the Office of Payroll and Benefits on or before the 15th day of the month in which the adjustment is to be effective.

Retroactive pay adjustments are not authorized.

Payroll Schedule

Pursuant to 5 U.S.C. § 5505, the monthly payroll is based on a 30-day pay period. Payment is made on the last business day of the month.

Rates of Compensation

The ECMO Chair is responsible for adhering to the applicable minimum wage provisions of the Fair Labor Standards Act (\$7.25 per hour as of July 24, 2009).

Interns are not employees for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act.

The maximum rate of pay is established for Member offices by the Speaker's Pay Order.

Terminations

Terminations must be made on a Payroll Authorization Form and submitted to the Office of Payroll and Benefits as soon as the date of termination is known. If the termination notice is received by Payroll and Benefits after the 15th day of the month during which the termination becomes effective, the payroll for that month may have already been processed.

Leave

The ECMO Chair determines the terms and conditions of employment, including provisions for leave (e.g., annual, administrative, and sick).

Contact the Office of House Employment Counsel at x57075 for model leave policies.

Office Expenses

Appliances

Ordinary and necessary expenses for small appliances (microwaves, coffee makers, etc.) for use in the ECMO offices are reimbursable. Equipment, including appliances, with a purchase price over \$500 must be added to the ECMO's inventory by contacting CAO First Call at x58000.

Clipping Services

Ordinary and necessary expenses related to clipping services (newspapers, periodicals, magazines, etc.) are reimbursable.

Decorating Expenses

Decorations of nominal value (e.g., frames, bookends, flags, seals, rugs, etc.) for ECMO offices are reimbursable.

Contact the Committee on House Administration at x58281 for a list of government agencies that provide wall decorations free of charge.

Deposits

Security and other deposits are not reimbursable and must be paid from the ECMO Chair's personal funds. Each ECMO Chair should notify vendors that any return of deposits should be made to the ECMO Chair.

Drug Testing

Ordinary and necessary expenses related to drug testing, in accordance with the ECMO's written drug-testing policy, are reimbursable.

Offices should consult with the Office of House Employment Counsel at x57075 when establishing drug-testing policies.

Dues

Pursuant to 5 U.S.C. § 5946, dues, membership fees, assessments, and annual fees are not reimbursable.

Educational Expenses

Ordinary and necessary expenses for ECMO employees to attend vendor-sponsored conferences, seminars, briefings, professional training, and informational programs related to the official duties are reimbursable.

1. ECMO Members or employees may not be reimbursed for expenses to attend educational programs in order to obtain a primary, secondary, graduate, postgraduate, or professional degree.
2. Expenses associated with acquiring or maintaining professional certification or licensing are not reimbursable, except for basic first-aid, CPR, or notary certifications.
3. Informational programs are events in which interaction with participants relates to official business, including but not limited to discussions about the federal role of government in various issue areas, or are discussions of policy matters, etc. Information programs should not be primarily social in nature, including but not limited to awards events not related to official business, galas or balls that are primarily social, or other events in which official interaction is more incidental than is the primary purpose.

4. Travel and lodging expenses are not reimbursable with the exception of local parking and taxi fares within the Washington DC Metropolitan Area.

Employment-Related Expenses

Ordinary and necessary expenses related to filling employment vacancies are reimbursable.

The following expenses are not reimbursable:

1. Transportation to and from employment interviews; or
2. Relocation expenses upon acceptance or termination of employment; or
3. Relocation expenses incidental to a change in duty station.

Food and Beverage Expenses

Except where noted, the ECMO Chair and employees may be reimbursed for food and beverage expenses incidental to an official and representational meeting that includes one or more person(s) who are not a Member or employee of the House.

The ECMO may have its Members and employees reimbursed for food and beverage expenses no more than two times per year for legislative planning session meetings involving Members and staff.

ECMO Members and employees may not be reimbursed for food and beverage expenses related to social activities or social events (e.g., hospitality, receptions, entertainment, holiday or personal celebrations, and swearing-in or inauguration day celebrations).

ECMO Members and employees may not be reimbursed for the cost of alcoholic beverages.

Framing

Framing services for items to be displayed in the ECMO's DC offices are reimbursable. In Washington, DC, when an ECMO uses the in-House framing service provided by the CAO, costs will be automatically charged to the ECMO funds.

Furniture

Furniture (e.g., furniture, rugs, carpet, draperies, repairs, etc.) is supplied and maintained by the CAO for Washington, DC, ECMO offices through First Call at x58000 without charge to the ECMO. Furniture is not reimbursable for ECMO offices.

Gifts and Donations

No gifts or donations are reimbursable by the ECMO.

Greetings

Expenses related to the purchase or distribution of greetings, including holiday celebrations, condolences, and congratulations for personal distinctions (wedding anniversaries, birthdays, etc.), are not reimbursable.

Late Fees

Ordinary and necessary fees related to late payments incurred beyond the control of the ECMO Chair are reimbursable.

Mass Transit Benefit

ECMO staff working in Washington, DC are eligible for transit benefits. For information regarding this benefit, please contact Office of Payroll and Benefits at x51435.

Official Meetings

Ordinary and necessary expenses related to conducting official meetings are reimbursable. These expenses include, but are not limited to, chairs, tables, audio/video equipment, etc.

Parking

Please see the Committee on House Administration website for the [House Parking Policy](#).

Publications

Ordinary and necessary expenses related to purchasing or subscribing to publications, including but not limited to research materials, reference books, informational brochures, electronic services, or periodicals are reimbursable.

All invoices for subscriptions received by the Office of Finance through the close of business January 2 will be debited from the current ECMO year. Subscriptions beginning on January 1 or 2 may be debited from either allowance year, as directed by the ECMO Chair.

Subscriptions to newspapers and periodicals may exceed the ECMO Chair's term. Subscriptions that exceed an ECMO Chair's term in office will be assigned to the ECMO Chair's successor.

Staff Meetings

ECMO Members and ECMO staff may attend staff meetings (e.g., staff retreats, internal staff development, legislative planning sessions, etc.) at a Member-authorized location in the Washington, DC, metropolitan area for official purposes, and may seek reimbursement for expenses relating to attendance at such meetings, provided that such expenses are otherwise consistent with all other Handbook regulations. ECMO Staff may not be reimbursed for lodging expenses where staff meetings are held.

The ECMO funds may not be used for social events or activities.

Supplies

Office supplies to support the conduct of the ECMO's official duties are reimbursable.

The Office Supply Store ("OSS") is located in Room B-217 Longworth at x53321. OSS issues each ECMO an Account Card for official purchases, which may only be used by the ECMO Chair and/or staff. The cost of all items purchased with the Account Card is charged to the ECMO available funds.

Telecommuting

Ordinary and necessary expenses incurred to facilitate telecommuting by ECMO staff, including provision of portable computers and other telecommunications devices, are reimbursable to the ECMO when in compliance with the Committee on House Administration telecommuting policy.

Telecommunications

Ordinary and necessary expenses related to the official use, including periodic or flat service fees, of telecommunications lines (voice and data) in the residence of an ECMO Chair or employee are not reimbursable.

Audio and Video Expenses

Ordinary and necessary expenses related to audio and video recording and materials, including but not limited to the following, are reimbursable:

1. Filming related to the appearance of an ECMO Chair or ECMO's employee at an official event; or
2. Videotapes and transcripts of commercial broadcasts related to the ECMO for in-office use; or
3. Videotapes that are produced by the ECMO or videotapes that are provided to an ECMO and authorized by the providing entity to be reproduced for official distribution; or
4. Video teleconferencing services incurred in support of the ECMO's official duties.

Except where authorized, the costs related to purchasing television broadcast time are not reimbursable. ECMOs are subject to copyright laws when utilizing outside materials.

In Washington, DC, the House Recording Studio is available for audio and video services. Contact the House Recording Studio at x53941 for information on services, charges, and availability.

There are certain election-related restrictions on mass communications. Please consult the Committee on House Administration prior to use of any video or audio services.

Printing and Production

Printed materials produced by the ECMO are reimbursable when they are in compliance with the Franking Regulations. Reimbursable printing and production expenses include, but are not limited to:

1. Administrative papers (casework tracking forms, personnel record forms, etc.)
2. Legislative papers (bills, drafts, summaries, amendments, etc.)
3. Business cards for the ECMO Chair and their employees
4. Stationery

Printed materials are prohibited from use as an unsolicited mass communication by the ECMO. Items not distributed as a mass communication are not required to meet Franking content standards, but the content must be official.

Stationery

Pursuant to 44 U.S.C. § 734, ordinary and necessary expenses associated with the printing and production of official stationery are reimbursable. Official stationery may be procured from the Government Publishing Office.

Contact the Congressional Printing Management Division at 202-512-0224 and the Office of Publication Services at x65200 for stationery requests.

Additional stationery requests (writing paper, bond, etc.) are reimbursable.

Official stationery must contain the following information:

1. ECMO's name;
2. ECMO Chair's name; and
3. Congress of the United States, House of Representatives, or comparable language.

Official stationery may include professional license(s).

Official stationery may not contain the following information:

1. Seals other than the Great Seal, Congressional Seal, or State Seal
2. Member's political party identification
3. Slogans
4. Private entity information or endorsement
5. Campaign contact information (e.g., address, phone number, email address)
6. Greetings
7. Picture or likeness of the Member
8. Family crest

Use of Stationery

Official stationery may be used only for a letter or other document the content of which must be official in nature. Content must comply with the Franking Regulations. However, an ECMO may not use the Frank. Contact the Franking Commission at x60647 for information on content of official correspondence.

Contact the Committee on Ethics at x57103 for information on the use of official stationery.

Business Cards

Ordinary and necessary expenses for business cards for ECMO Chair and employees are reimbursable. Business cards must contain the name of the employing authority and accurately describe the position to which the employee has been appointed.

Business cards may be obtained through Office Supply Service at x53321.

Equipment

Ordinary and necessary expenses for equipment for use in the ECMO offices are reimbursable subject to Committee regulations. For all questions relating to equipment and equipment-related issues, refer to the Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives, available at (<http://cha.house.gov>). For further information relating to any of the CAO's services, please refer to HouseNet or call First Call at x58000.

Communications

1. Electronic

Members may devote a section of their official website to ECMO issues.

2. Stationary

Official funds of the ECMO may be used to print or pay for stationery for the ECMO.

3. Inside Mail

A Member may use inside mail to communicate information related to an ECMO.

4. Prohibition on Frank

ECMOs may not use the Frank, nor may a Member lend his or her Frank to an ECMO.

A Member may use their official resources outside of the Frank for communications related to the purpose of the ECMO. Any such communications must still comply with Franking Regulations.

Press Conferences

Ordinary and necessary expenses related to conducting an official press conference are reimbursable.

Inside Mail

1. Inside Mail is a delivery service for the transmittal of interoffice communications provided by House Postal Operations, pursuant to the regulations established by the Committee on House Administration. Inside mail service is available among offices in the Capitol, the House and Senate Office Buildings, the Library of Congress, the White House, the State Department, and the Social Security Administration.
2. Inside mail is provided to support the conduct of the official business of Members, committees, Officers of the House, and Congressional Staff Organizations.

3. Inside mail service may not be used to circulate letters which are personal or campaign-related, or which constitute commercial advertising except when postage is paid for with personal expenses.
4. All mail to be delivered via inside mail should be clearly marked Inside Mail and should be deposited in an Inside Mailbox.
5. Authorized items for circulation of inside mail include:
 - a. A Dear Colleague or similar correspondence relating to the official and representational business of the Member. This correspondence must be on official letterhead and signed by the Member.
 - b. A position paper, report, legislative analysis, or any material published or produced by another individual or organization that a Member wishes to circulate. This correspondence must be accompanied by a signed cover letter on official letterhead. A copy of the cover letter must be attached to each item to be distributed.
 - c. Mail in a reusable blue U.S. House of Representatives Inside Mail envelope.
 - d. Mail produced by Congressional Staff Organizations registered with the Committee on House Administration.

Dear Colleague letters and similar correspondence must be transmitted to House Postal Operations, in the appropriate quantity, with a cover letter signed by the Member, indicating to whom the mailing should be distributed. For information regarding these procedures, contact House Postal Operations at x63764.

Electronic Communications

Ordinary and necessary expenses related to electronic communications (Internet, fax machines, etc.) are reimbursable.

- No unsolicited mass communications are allowed.
- All official electronic communications must comply with House information technology and security policies as approved by the Committee on House Administration.
- All official electronic communications sent to an email list of 100 or more individuals must include a usable opt-out in the body of the email that enables an individual to opt-out from the Member's email list. Opt-out requests must be honored. These mailings must comply with IT Policy 007.0 - Email List Management Policy as approved by the Committee.

Subscribed Emails

A subscribed email is an email sent to individuals who have taken a willful action to subscribe to the ECMA's email list. ECMA's must notify individuals who subscribe

to email updates that the individual is authorizing the ECMO to send regular email updates from the ECMO to the individual's email account. All email updates to subscribers must contain an option that enables the individual to unsubscribe from the email list. ECMOs may send subscribed email updates without obtaining an advisory opinion, but the contents must still adhere to Franking regulations.

Non-subscribed Emails

If each email address used in a mass communication was not obtained with an individual subscribing for subscribed email updates, then the ECMO may not send the communication until those email addresses obtained without consent are removed.

Websites

The ECMO Chair may request a URL for an ECMO, provided that the request complies with the ECMO domain name regulations issued by the Committee on House Administration. Web pages using such a URL need not have the same design or layout as the Web site of the sponsoring Member. The ECMO may also be hosted on the sponsoring Member's website.

Internet sites paid for with official funds (Websites) are a series of centrally maintained Web pages, accessible to the public via the Internet and stored on a specific host. The home page is the first accessible page for that site.

1. Ordinary and necessary expenses associated with the creation and continued operation of Websites, in support of the ECMO's official duties, are reimbursable.
2. Except as noted in item 6, below, an ECMO Web sites must be located in the HOUSE.GOV host-domain and must be hosted in conformance with the regulations issued by the Committee on House Administration.
3. ECMO Websites may be maintained by either House Information Resources (HIR), the ECMO office, or a private vendor authorized to provide Web services to the House in compliance with the regulations issued by the Committee on House Administration.
4. ECMOs' Websites may link to Member and Committee Websites, but Member or Committee Websites may not be located on Websites paid for by the ECMO funds.
5. Members may include information within their Website about ECMO issues and activities. All ECMO references within a Website must relate to the Member's official and representational duties.

6. In addition to their official HOUSE.GOV website, an ECMO may establish profiles, pages, channels or any similar presence on third-party sites that allow individuals or organizations to offer information about themselves to the public (Social Media Accounts). ECMO-controlled content on Social Media Accounts is subject to the same requirements as content on ECMO websites.
7. Websites should be compliant with the accessibility standards set out in § 508 of the Rehabilitation Act of 1973 and the World Wide Web Consortium's Web Content Accessibility Guidelines.
8. Websites may link to non-government sites, so long as the link content relates to the ECMO's official duties and the content would not otherwise violate any other House rules, regulations, or federal laws. Internet resources may not contain content that misrepresents an ECMO or Member's current role in Congress.
9. For ECMOs internet social media accounts, the ECMO Chair should ensure their social media URLs and account names reflect their position. Departing ECMO Chairs may not maintain their official social media pages/sites after they leave the Chair of an ECMO; however, they may retain their personal accounts provided the name (and other identifying information) of such accounts clearly do not convey the impression that the former ECMO Chair is still a head of the ECMO, or that the account is an official account of the House.

Website Content

The content of an ECMO Website:

1. The official content of any material posted by the ECMO on any website must be in compliance with Federal law and House Rules and Regulations applicable to official communications and germane to the conduct of the Member's official and representational duties. Accessing a web site (whether by using a link or by other means) is to be treated as a "solicited communication" from an ECMO office.
2. May not include personal (outside of incidental references), political party (except for political party affiliations), or campaign information.
3. May not include grassroots lobbying or solicit support for an ECMO's position.
4. May not generate, circulate, solicit, or encourage signing petitions.
5. May not include any advertisement for any private individual, firm, or corporation, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service.

Name (URL)

The URL name for an official Website located in the HOUSE.GOV domain must be recognizably derivative or representative of the name of the ECMO office sponsoring the Website and comply with the regulations issued by the Committee on House Administration.

The URL name for an official Website located in the HOUSE.GOV domain may not:

1. Be a slogan.
2. Imply in any manner that the House endorses or favors any specific commercial product, commodity, or service.
3. Be deceptive and must accurately represent the ECMO's name.

A Member may use personal funds to purchase a personalized URL as a locating address, so long as it points back and resolves to the official website address.

Transportation**General**

Transportation by ECMO staff for nominal taxi and parking fees within the Washington DC Metropolitan Area is reimbursable up to \$2,000 annually.

Living expenses and commuting expenses are not reimbursable, except in extraordinary circumstances (e.g., extreme weather conditions, staff working beyond availability of mass transit or rideshare arrangements, etc.) when an ECMO receives written authorization from the Committee. "Living expenses" include meals, housing, and other personal expenses incurred at the ECMO's employee's residence or duty station. "Commuting expenses" are transportation expenses incurred by an ECMO employee while commuting between their residence and duty station.

Officially Leased Vehicles

No ECMO funds may be used for expenses related to the lease of a vehicle in support of the conduct of official duties of the ECMO.

Seeking Reimbursement: Vouchers

For information related to submitting vouchers for reimbursement, please refer to the Voucher Documentation Standards available on HouseNet.

Reimbursement and Direct Payment

Disbursements from the ECMO funds are paid on a reimbursement basis or by direct payment (to vendors) and require:

1. The ECMO Chair's signature, certifying that the expense was incurred in support of the ECMO's official duties.
2. Supporting documentation (receipt, lease, bill etc.).

Expired Appropriations

The Salaries and Expenses appropriation for the House of Representatives, which includes ECMO funds, is withdrawn two years after the year for which the funds were originally appropriated. This occurs on September 30 of the year.

In the unlikely event an office requests reimbursement for an official and representational expense incurred during a year for which the appropriation has been withdrawn, the Office of Finance will determine if an amount sufficient to pay the expense would have been available if the appropriation had not been withdrawn. If no funds would have been available, then the expense is the personal liability of the Member.

If the expense would have been payable had it been timely submitted, notwithstanding the expired appropriation, then the expense may be paid from a currently available allowance, if available.

Tax Exempt Letters

To avoid paying unnecessary taxes, please contact the Office of the General Counsel at x59700 for tax exempt letters applicable to each state.

Work Product and Assets of the ECMO

Work product and data produced, acquired or developed during the normal course of the ECMO activities remain the property of the ECMO. The ECMO or the ECMO Chair may develop internal rules or regulations for the management, dissemination and transfer of this work product and data. Opt-in subscriber lists may not be transferred to other House entities, including the personal office of the ECMO Chair. Upon dissolution, the work product and data of the ECMO transfers to the final Chair.

The ECMO Chair may authorize purchases of office equipment and software from the ECMO account. The CAO will manage the equipment inventory of the ECMO Chair according to the same regulations that apply to a Member Washington, DC office as outlined in the Guide To Outfitting and Maintaining an Office of the U.S. House of Representatives, with the following exceptions: (1) ECMOs may only acquire equipment on a onetime payment plan. (2) Committees may not transfer equipment to an ECMO Chair's inventory. (3) During a transition, the succeeding ECMO Chair will inherit all the items assigned to the previous Chair's ECMO

inventory. (4) Upon dissolution of the ECMO, the equipment assets of the ECMO transfer to the House.

Modifications

Additional Changes

The Chairman of the Committee is authorized to make technical and conforming modifications to the ECMO Handbook, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all ECMO offices by suitable means.

Resolved further, that the Chairman of the Committee on House Administration is authorized to make technical and conforming modifications to the Eligible Congressional Member Organization Regulations, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all congressional offices by suitable means.

The CHAIRMAN. Congressional Member Organizations that meet the necessary criteria will now be eligible for new spending accounts to pay for employees and their administrative functions. These new regulations would provide a process for the transparent management of needed administrative accounts.

Mr. Brady, do you have any statement on the resolution?

Any other Members?

With that, then I would move the Committee adopt the Committee Resolution. The question is on the motion to adopt the resolution.

All Members who are in favor of the resolution, signify by saying aye.

Opposed, say nay.

In the opinion of the chair, the ayes have it, the motion is agreed to. Without objection, the motion to reconsider is laid upon the table.

I now call before the Committee our third agenda item, Committee Resolution 114. This is a Committee Resolution updating the Members' Congressional Handbook. Without objection, the first reading of the resolution is dispensed with and the resolution is considered read and open for amendment at any point.

[The information follows:]

Members' Congressional Handbook

Committee Resolution 114-__

Resolved that, the regulations of the Committee on House Administration, known collectively as “Members’ Congressional Handbook” are hereby amended as follows, superseding all prior versions:

MEMBERS’ CONGRESSIONAL HANDBOOK

Introduction: Members’ Representational Allowance

During each session of Congress, each Member has a single Members’ Representational Allowance (“MRA”) available to support the conduct of official and representational duties to the district from which he or she is elected. Ordinary and necessary expenses incurred by the Member or the Member’s employees within the United States, its territories, and possessions in support of the conduct of the Member’s official and representational duties to the district from which he or she is elected are reimbursable in accordance with the regulations contained in this Members’ Congressional Handbook.

“Ordinary and necessary” means reasonable expenditures in support of official and representational duties to the district from which he or she is elected that are consistent with all applicable federal laws, Rules of the House of Representatives and regulations of the Committee on House Administration. Examples of official and representational include, but are not limited to:

1. relating to the legislative process; or
2. facilitating interaction between constituents and the Federal government (including, but not limited to: info or services on laws, programs, regulations, funding, decisions, and other actions by the Federal government); or
3. actions taken as a representative of the district from which you are elected; or
4. Issues areas or programs established by the House.

The following regulations of the Committee on House Administration, collectively known as the Members’ Congressional Handbook (“Handbook”), govern all expenditures from the MRA.

The Handbook regulations assist Members in determining whether expenses are reimbursable. Therefore, the Handbook contains broad descriptions of reimbursable expenses, but is not an exhaustive list of such expenses.

Questions about reimbursement of an expense should be directed to the Committee on House Administration at x58281 prior to incurring the expense.

For all questions relating to policies and procedures applicable to the acquisition, transfer, disposal, and maintenance of furnishings, equipment, software, and related services, please refer to the Guide to Outfitting and Maintaining an Office available from the Committee on House Administration.

Administrative, financial and non-legislative support services (e.g., equipment purchases, technology standards and services, office supplies, room reservation and set-up) are acquired through the Office of the House Chief Administrative Officer (“CAO”). For further information about the CAO’s services, please refer to HouseNet, the House intranet (<https://housenet.house.gov>) or the CAO’s services office, First Call, at x58000.

The Handbook is a collection of regulations issued by a vote of the Members of the Committee. In drafting these regulations, the Committee consults with other committees of the House, House leadership, Member office staff, and the Officers of the House.

General

When an expense is incurred, the Member must determine the primary purpose for the expenditure. Is the primary purpose for the expenditure official and representational? Or is it primarily related to personal, campaign-related political party, campaign or committee activities? Only expenses the primary purpose of which are official and representational and which are incurred in accordance with the Handbook are reimbursable.

1. The MRA may only be used for official and representational expenses.
2. A Member may expend personal funds in support of official and representational duties.
3. The MRA may not be used to pay for any expenses related to activities or events that are primarily social in nature (including but not limited to: sporting events, theme park activities, concerts, personal events, etc.).
4. The MRA may not pay for personal expenses.
5. The MRA may not pay for campaign expenses.
6. The MRA may not pay for campaign-related political party expenses.
7. The MRA may not be used to pay for capital improvements to the District Office.
8. The MRA may not pay for committee expenses.
9. The MRA may not be used outside of the United States, its territories, and possessions.
10. Committee resources may not pay for a Member’s official and representational

expenses.

11. Except where authorized by the Committee on Ethics, campaign funds may not pay for a Member's official and representational expenses.
12. A Member may not maintain, or have maintained for his use, an unofficial office account for the purpose of defraying or reimbursing ordinary and necessary expenses incurred in support of a Member's official and representational duties.
13. A Member may not accept from any private source in-kind support having monetary value for an official activity.
14. Only appropriated funds, not personal or unofficial funds, may be used to pay for mail sent under the frank.
15. Each Member is personally responsible for the payments of any official and representational expenses incurred that exceed the provided MRA or that are incurred but are not reimbursable under these regulations.
16. Unless specifically authorized by an applicable provision of federal law, House Rules, or Committee Regulations, no Member, relative of the Member, or anyone with whom the Member has a professional or legal relationship may directly benefit from the expenditure of the MRA.
17. Official resources may not be used to advertise for any private individual, firm, charity, or corporation, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service.
18. The MRA is available for services provided and expenses incurred from January 3 of one year through January 2 of the following year. All expenses incurred will be charged to the allowance available on the date the services were provided or the expenses were incurred. Upon the death, resignation, or expulsion of a Member, the Member's allowance will be made available only for services provided and expenses incurred at the direction of the Member up through the last day of the Member's term in office. Otherwise such funds will be subject to the direction of the Clerk of the House.
19. Requests to obligate prior year funds after January 2 of the succeeding year will be considered by the Committee when a Member provides documentation demonstrating a bona fide intent to obligate the prior year's funds during the applicable year. Applicable to equipment and software in both DC and District offices, and furnishings in the District office only.
20. The MRA is not transferable between years.
21. Members may not use official resources to misrepresent their current official positions or titles within the House.
22. Pursuant to 18 U.S.C. § 1913, the MRA may not be used for certain activities in the absence of authorization by Congress. Contact the Committee on House Administration at x58281 for more information.
23. Any asset purchase of \$500.00 or more must be added to the Member's inventory.

Budgeting and Disclosure

The Committee recommends that each Member establish an annual budget for the MRA. To assist in this process, the Office of Finance sends each Member monthly statements showing year-to-date expenditures and obligated amounts. The quarterly expenditures reflected in these statements are compiled and published as the Quarterly Statement of Disbursements, which is a public document.

Disbursements

Disbursements from the MRA are made on a reimbursement or direct payment basis and require specific documentation and Member certification as to accuracy and compliance with applicable federal laws, House Rules, and Committee regulations.

Reimbursements and payments from the MRA may be made only to the Member, the Member's employees, or a vendor providing services to support the operation of the Member's offices.

Incidental Use

Incidental personal use of equipment and supplies owned or leased by, or the cost of which is reimbursed by the House of Representatives is permitted only when such use is negligible in nature, frequency, time consumed, and expense.

For example, limited use of government resources to access the Internet, to send or receive personal email, or to make personal phone calls is permissible, so long as the use meets the above criteria, and otherwise conforms with the Regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII).

Each Member office may adopt a more restrictive incidental use policy.

Overspending

Each Member is personally responsible for the payment of any official and representational expenses incurred that exceed the authorized MRA. If a Member incurs an obligation to the U.S. House of Representatives and the amount of the obligation incurred exceeds the MRA, the Member shall pay the obligation from personal funds. If the Member fails to pay the obligation voluntarily, the CAO will deduct the amount owed from any pay, mileage, or expense money due to the Member in the case of a sitting Member or through an administrative offset or legal action in the case of a former Member. The Office of Finance will notify a Member if that Member is projected to overspend the MRA.

Contact the Office of Finance at x57474 or the Committee on House Administration at x58281 for assistance with accounting and budgeting.

Staff

General

Each Member is the employing authority; the Member determines the terms and conditions of employment and service for their staff. These terms and conditions must be consistent with applicable federal laws and House Rules.

1. Personnel actions affecting employment positions in the House of Representatives must be free from discrimination based on race, color, national origin, religion, sex (including marital or parental status), service in the military, disability, or age.
2. A Member may not retain an employee on the Member's payroll who does not perform official duties commensurate with the compensation received for the offices of the employing authority. (House Rule XXIII, clause 8(a)).
3. "Employee" means an individual appointed to a position of employment in the House of Representatives by an authorized employing authority including individuals receiving pay disbursed by the CAO and individuals in a Leave Without Pay or furlough status.
4. "Staff" means all individuals including employees, fellows, unpaid interns, and volunteers who serve in the office of a Member.
5. Annual rates of pay may not exceed the amount specified in the Speaker's Pay Order.
6. Total compensation in any month including any lump sum and regular pay, student loan program payments, (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order.
7. Retroactive pay adjustments are not authorized.
8. Government contributions to retirement, life insurance, Thrift Savings Plan, transit benefits, Student Loan Repayment Program and health benefits programs are not charged to the MRA.
9. Each month, Member Offices receive a Payroll Certification Form from the Office of Payroll and Benefits that lists the annual pay and gross pay earned for each employee. If an employee is a relative of a current Member of Congress, the nature of the relationship to the Member must be noted on the Payroll Certification Form. The Member must certify the information and return the form to the Office of Payroll and Benefits no later than the 15th day of the month. Contact the Office of Payroll and Benefits at x51435 for payroll forms.

Employee Ceiling

Under 2 U.S.C. § 5321, each Member of the House of Representatives may employ 18 permanent employees and 4 additional employees. The 4 additional employees must be appointed to one of the following categories:

1. Paid interns
2. Part-time employees
3. Shared employees
4. Temporary employees
5. Employees on leave without pay

Categories of Staff

Employees

The term “employee” means an individual appointed to a position of employment in the House of Representatives by an authorized employing authority including individuals receiving pay disbursed by the CAO and individuals in a Leave Without Pay or furlough status.

Interns

Interns, paid or unpaid, must perform services for the Member on a temporary basis as part of an educational plan. Examples of an educational plan include, but are not limited to, participation in the Intern Lecture Series, attendance at committee hearings, attendance at CRS internship training programs, etc. Each Member is responsible for determining the activities of the Member’s interns consistent with these requirements.

Paid interns may work for no more than 120 calendar days in a 12-month period, per employing authority, and are not employees for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act. The gross annual rate of intern pay is established by the Committee on House Administration. For the current applicable rate, contact the Committee on House Administration at x58281.

Any Member interested in employing a foreign national as an intern should contact the Office of General Counsel at x59700.

The use of unpaid interns is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103.

Interns are ineligible for the following benefits:

1. Federal Employees' Retirement System
2. Federal life insurance
3. Federal health insurance
4. Thrift Savings Plan
5. Student Loan Repayment Program

Part-time Employees

The term "part-time employee" means an individual who is employed by the Member and whose normally assigned work schedule is not more than the equivalent of 15 full work days per month. A typical month has 22 work days so a part-time employee would be an individual who typically works 15 or fewer full 8-hour days per month, or the equivalent amount in hours (e.g., all 22 work days, but only 5 hours per day).

Temporary Employees

The term "temporary employee" means an individual who is employed for a specific purpose or task and who is employed for not more than 90 calendar days in a 12-month period, except that the term of such employment may be extended with the written approval of the Committee on House Administration.

Temporary employees are ineligible for the following benefits:

1. Federal Employees' Retirement System
2. Federal life insurance
3. Federal health insurance
4. Thrift Savings Plan

Shared Employees

The term "shared employee" means an employee who is paid by more than one employing authority of the House of Representatives.

1. Two or more employing authorities of the House may employ an individual.
2. Subject to telecommuting policies, such shared employees must work out of the office of an employing authority, but are not required to work in the office of each employing authority. The pay from each employing authority shall reflect the duties actually performed for each employing authority. The name, title, and pay of such an individual will appear on each employing authority's Payroll Certification. Such employees may not receive pay totaling more than the highest rate of basic pay in the Speaker's Pay Order applicable to the positions they occupy.
3. Employees may not be shared between a Member or Committee office and the

office of an Officer of the House if the employee, in the course of duties for an Officer, has access to the financial information, payroll information, equipment account information, or information systems of either Member, Committee, or Leadership offices.

4. Each House employee who, during any pay period, is simultaneously employed by three or more House employing authorities is required to inform each employing authority in writing of the employee's employment status and any change in employment status with other employing authorities.
5. Each House employee who, during any pay period, is simultaneously employed by three or more House employing authorities is required to file with the Office of Finance a signed Acknowledgment of Receipt and Understanding of Shared Employee Manual and Certification of Continued Compliance upon becoming simultaneously employed by three or more employing authorities. (see attached Acknowledgement and Certification).
6. Pursuant to 5 U.S.C app. § 101 et seq., each House employee who is simultaneously employed by three or more House employing authorities for more than 60 days during a calendar year must file a Financial Disclosure Statement by May 15 of each year.
7. Any House employee engaged in any outside employment or business activity may not directly, or indirectly through such outside employment or business activity, sell, lease, or otherwise provide any goods or assets to any House office or entity.

Consultants

Pursuant to 2 U.S.C. § 4301, only committees are authorized to procure the temporary services of consultants.

Member offices are not authorized to procure consultant services (including, but not limited to: legal fees (except where otherwise noted in the Members Congressional Handbook), speech writers, personal financial advisors, communications advisors, political party or campaign advisors, etc.).

Contractors

Members may contract with firms or individuals only for general (outside core office functions), non-legislative and non-financial, office services (e.g., equipment maintenance, information technology services, data entry, staff training, photography, custodial services, web services) for a specified time period not to exceed the Member's current term. Such contracts are reimbursable. Such contractors are not employees of the House and are ineligible for government-provided personnel benefits.

Contractors do not count against the Member's employee ceiling.

Members are advised to consult the Committee on House Administration before entering into such contracts. The Committee has set standards for many technology contracts in the Services section of the Guide to Outfitting an Office.

Federal Civilian Annuitants

If a Member employs a federal civil service annuitant, the amount of the annual annuity, when added to the annual rate of pay at which the employee is to be paid by the Member, may not exceed the highest rate of basic pay as authorized by the Speaker's Pay Order.

The combined total of the civil service annuity and the amount of the salary will be charged to the MRA.

Waivers

Member offices will not be granted waivers of applicable annuity reductions or pay reductions.

Detailees

The term "detailee" means a non-Congressional federal employee assigned to a committee for a period of up to one year.

Pursuant to 2 U.S.C. § 4301(f), detailees may not be assigned to a Member office.

Fellows

The term "fellow" means an individual performing services in a House office on a temporary basis as part of an established mid-career education program while continuing to receive the usual compensation from his or her sponsoring employer.

Fellows may be assigned to a Member office.

Fellows do not count against the Member's employee ceiling.

Fellows may not be reimbursed from House appropriated funds. Outside of using existing office resources, if a fellow incurs an expense as a result of work performed for the Member, the fellow may either be reimbursed by the fellow's sponsoring entity or a Member may use personal funds as authorized under House Rules.

The use of fellows is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103.

Temporary Agencies

Ordinary and necessary expenses related to services provided by an individual employed by a temporary agency are reimbursable if the following conditions are met:

1. Payment for such services is commensurate with the official duties performed by the individual;
2. Such individual remains an employee of the agency and is not eligible for pay, benefits, rights, or privileges available to House employees; and
3. The total of such individuals and employees may not exceed 22 individuals.

Volunteers

The term “volunteer” means an individual performing services in a House office without compensation from any source.

The voluntary service should be of significant educational benefit to the participant and such voluntary assistance should not supplant the normal and regular duties of paid employees.

Volunteers should be required to agree, in advance and in writing, to serve without compensation.

Volunteers do not count against the Member’s employee ceiling.

The use of volunteers is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103.

Telecommuting

Telecommuting is entirely at the discretion of the employing office. An employing office is under no obligation to offer a telecommuting option to employees.

Offices may obtain a copy of the Telecommuting policy on the Committee on House Administration website.

Employment Law

Congressional Accountability Act

Pursuant to the Congressional Accountability Act, the following civil rights, labor, and workplace safety laws are applicable to House employing offices:

1. The Fair Labor Standards Act of 1938;
2. Title VII of the Civil Rights Act of 1964;
3. The Americans with Disabilities Act of 1990;
4. The Age Discrimination in Employment Act of 1967;
5. The Family and Medical Leave Act of 1993;
6. The Employee Polygraph Protection Act of 1988;
7. The Worker Adjustment and Retraining Notification Act;
8. The Rehabilitation Act of 1973;
9. The Uniformed Services Employment and Reemployment Rights Act of 1994;
10. Chapter 71 of Title V of the U.S. Code, the Federal Service Labor-Management Relations Statute;
11. The public service and accommodations provisions of the Americans with Disabilities Act;
12. The Occupational Safety and Health Act of 1970; and
13. The Genetic Information Nondiscrimination Act of 2008.

The Office of Compliance has published A Guide to the Congressional Accountability Act of 1995, which is available from the Office of Compliance's website, or at Room LA-200, John Adams Building, Library of Congress, Washington, DC 20540-1999, (202) 724-9250. The Office of Compliance also provides materials that employing offices can use to notify employees of their rights and protections under the CAA.

A Model Employee Handbook providing sample office policies to assist in developing an organization that complies with applicable laws and House Rules is available on HouseNet.

The Office of House Employment Counsel is available to provide advice and guidance on employment matters generally, and on establishing office policies consistent with these laws. The Office of the House Employment Counsel can be reached at x57075.

Nepotism

A public official may not appoint, employ, promote, advance or advocate for appointment, employment, promotion, or advancement in or to a position in the office in which that public official is serving or over which that public official exercises jurisdiction or control any individual who is a relative of that public official. Pursuant to 5 U.S.C. § 3110, the term "public official" includes a Member, an employee, and any other individual who has authority, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals, or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in an office.

Every employee must certify a relationship to any Member of Congress on a certificate of relationship form available from Payroll and Benefits. If, at any time, the relationship of an employee to any current Member of Congress changes the employee must file an amended certificate of relationship form with the employing office. Contact Payroll and Benefits at x51435 for such forms.

Individuals with the following relationship to the Member may not be employed by the Member:

- Aunt;
- Brother;
- Brother-in-law;
- Daughter;
- Daughter-in-law;
- Father;
- Father-in-law;
- First cousin;
- Granddaughter;
- Grandson
- Half-brother;
- Half-sister;
- Husband;
- Mother;
- Mother-in-law;
- Nephew;
- Niece;
- Sister;
- Sister-in-law;
- Son;
- Son-in-law;
- Stepbrother;
- Stepdaughter;
- Stepfather;
- Stepmother;
- Stepsister;
- Stepson;
- Uncle; and
- Wife.

However, if a House employee becomes related to the employing Member (by marriage), the employee may remain on the Member's personal or committee payroll. Similarly, if a Member becomes the employing authority of a relative who

was hired by someone else (e.g., the Member ascends to the chairmanship of a Committee or subcommittee for which the relative is already working), the relative may remain on the payroll. However, the Member may not then give that individual further promotions or raises, other than cost-of living or other across-the-board adjustments.

The statute does not prohibit a Member from employing two individuals who are related to each other but not to the Member. Contact the Committee on Ethics at x57103 for further information.

Non-Disclosure Oath

House Rule XXIII, clause 13, requires Members and employees to execute an oath of non-disclosure before having access to classified information.

Post-Employment Restrictions

Members and employees paid at a rate equal to or greater than 75 percent of the basic rate of pay of a Member for at least 60 days in the one-year period preceding termination are subject to post-employment restrictions. For the current applicable rate and information regarding the applicable restrictions, contact the Committee on Ethics at x57103.

Working from Home due to a Disability

Pursuant to the Americans with Disabilities Act ("ADA"), a Member may reasonably accommodate a qualified employee with a disability by allowing the employee to work from home. As a condition of such a request, the Member may require certification from a physician of the need for such accommodation. For questions concerning compliance with the ADA, contact the Office of House Employment Counsel at x57075.

Pay

Appointment

The official appointment of each employee requires the Member's signature on the Payroll Authorization Form (PAF). When hiring new staff to the U.S. House of Representatives, all personnel appointment PAFs, along with the completed appointment package, must be submitted to the Office of Payroll and Benefits no less than two business days prior to the effective date of hire. Completed appointment packages include the Appointment PAF, employment eligibility documents (U.S. Citizen and Non-U.S. Citizen requirements), Form I-9, Direct Deposit, W4, TSP-1 enrollment form, and Oath of Office.

Subsequent payroll transactions (changing from one House office to another, pay adjustments, title changes, furlough status, terminations, etc.) must also be made on the appropriate PAF or payroll form with the Member's signature. PAFs and payroll forms are due to the Office of Payroll and Benefits by the 15th day of the month in which the adjustment is effective to be included in the monthly regular payroll cycle, which is paid on the last business day of the month. PAFs and forms not submitted by the 15th of the month, must be received by the Office of Payroll and Benefits no later than the last business day of the month in which the payroll transaction is effective. These transactions submitted after the 15th will be processed in the off-cycle payroll.

Dual Compensation

The aggregate gross annual salary of an employee receiving payment from the House who is also receiving payment from the U.S. Senate, Architect of the Capitol, or any other department or agency of the U.S. Government, may not exceed the gross annual rate established by 5 U.S.C. § 5533. For the current applicable dual compensation rate, contact the Office of Payroll and Benefits at x51435.

Financial Disclosure

Members and employees receiving basic pay at a rate equal to or greater than 120 percent of the minimum pay for GS-15 for at least 60 days during any calendar year must file a Financial Disclosure Statement upon appointment, termination, and annually on May 15th.

Each Member's office that does not have an employee paid at or above the threshold must designate one employee as the "Principal Assistant" who must file a Financial Disclosure Statement.

Ordinary and necessary expenses incurred by Members and their employees, in support of the filing of reports consistent with the provisions of the Ethics in Government Act, are reimbursable.

Contact the Committee on Ethics at x57103 for guidance concerning the current applicable rate of pay and other information regarding Financial Disclosure requirements.

Lump Sum Payments

A Member may authorize a lump sum payment to an employee for any purpose consistent with the following:

1. Payments must be consistent with House Rule XXIII, clause 8(a), which requires that employees perform official duties commensurate with the compensation received. Employees may not be compensated from public funds to perform non- official, personal, campaign-related political party, or campaign activities on behalf of the Member, the employee, or anyone else;
2. A lump sum payment may not be more than the monthly pay of the employee receiving the lump sum payment;
3. Lump sum payments may be for services performed during more than one month;
4. Members may provide lump sum payments for accrued annual leave only if such leave was accrued in accordance with written personnel policies established prior to the accrual of such leave;
5. Total compensation in any month including any lump sum payment, student loan payments, and regular pay (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order;
6. Lump sum payments will be disclosed separately in the Quarterly Statement of Disbursements;
7. Lump sum payments are considered as part of "rate of pay" under the Speaker's Pay Order;
8. Lump sum payments are considered "supplemental wages" for taxation purposes; and
9. Lump sum payments are not considered as part of "basic pay" for purposes of calculating Thrift Savings Plan, life insurance, or federal pensions.

Contact the Committee on Ethics at x57103 for information on the treatment of lump-sum payments with regard to financial disclosure, post-employment restrictions, and outside earned income limitations.

Outside Earned Income

Members and employees receiving basic pay at a rate equal to or greater than 120 percent of the minimum basic pay for GS-15 for at least 90 days in a calendar year are subject to the outside earned income limitation established by 5 U.S.C. app. § 501(a)(1) and House Rule XXV, clause 1(a)(1).

For the current applicable rate of basic pay, the amount of the limit and application of the House Rule, contact the Committee on Ethics at x57103.

Overtime Wage Rate Compensation

Employees who are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act ("non-exempt") must be compensated at a rate of time-

and-a half for all hours worked in excess of 40 hours during any work week, either in pay or in time- off during the same pay period.

Overtime wage sheets must be received by no later than the 15th day of the month by the Office of Payroll and Benefits following the month in which overtime wages were earned.

Contact Payroll and Benefits at x51435 for the appropriate forms.

Contact the Office of House Employment Counsel at x57075 for assistance in establishing overtime and time-off policies.

Pay Adjustments

Members may adjust, in any month, an employee's pay to reflect exceptional, meritorious, or less than satisfactory service.

Such adjustments must be received by the Office of Payroll and Benefits on or before the 15th day of the month in which the adjustment is to be effective.

Retroactive pay adjustments are not authorized.

Payroll Schedule

Pursuant to 5 U.S.C. § 5505, the monthly payroll is based on a 30-day pay period.

Payment is made on the last business day of the month.

Rates of Compensation

Members are responsible for adhering to the applicable minimum wage provisions of the Fair Labor Standards Act (\$7.25 per hour as of July 24, 2009).

Interns are not employees for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act.

The maximum rate of pay is established for Member offices by the Speaker's Pay Order.

Terminations

Terminations must be made on a Payroll Authorization Form and submitted to the Office of Payroll and Benefits as soon as the date of termination is known. If the termination notice is received by Payroll and Benefits after the 15th day of the

month during which the termination becomes effective, the payroll for that month may have already been processed.

Leave

General

The Member determines the terms and conditions of employment, including provisions for leave (e.g., Annual, Administrative, and Sick).

Contact the Office of House Employment Counsel at x57075 for model leave policies.

Family and Medical Leave

Pursuant to the Family and Medical Leave Act ("FMLA"), a person employed by a Congressional office for at least one year and for a total of at least 1,250 hours during the previous 12-month period is entitled to up to a total of 12 weeks of unpaid leave during any 12-month period for the following family and medical reasons:

1. For the birth of a child and to care for the newborn child; or
2. To adopt a child or to receive a child in foster care; or
3. To care for a spouse, son, daughter, or parent who has a serious health condition; or
4. For the employee's own serious health condition which makes the employee unable to perform the functions of his or her job.
5. FMLA also includes a special leave entitlement that permits employees to take up to 26 weeks of FMLA leave to care for a covered service member during a single 12-month period.

Employees on Family and Medical Leave remain eligible for all benefits. Please contact OHEC at x57075 with questions concerning FMLA leave.

Furlough

Furlough is an absence without pay initiated by the Member. Placement in furlough status is at the discretion of the Member, unless a statute otherwise requires placement in such status.

1. To be eligible for appointment to furlough status at the discretion of the Member, an employee must have been employed by the Member for the entire month prior to the effective date of furlough status.
2. An employee placed in a furlough status continues to fill an employee position. The name of such employees will be listed on the monthly payroll

certification forms.

3. Continuation of employee benefits while in a furlough status:
 - a. Health benefits enrollment and coverage may be continued for up to 12 months. However, to maintain such enrollment and coverage, an employee placed in a furlough status is responsible for the payment of the employee's portion of the insurance premium for the time period of the furlough status, either by direct payment or by incurring a debt to the House. Employees should contact the Office of Payroll and Benefits for more information.
 - b. Life insurance continues for up to 12 months without employee contribution.
 - c. Retirement coverage continues without employee contribution. Up to 6 months in a calendar year is credited for service in the annuity computation, while in furlough status.
 - d. The placement of an employee in a furlough status must be made on the appropriate form provided by the Office of Payroll and Benefits and received on or before the 15th day of the month in which the furlough status is to be effective. Contact Payroll and Benefits at x51435 for such forms.

Contact Payroll and Benefits at x51435 for information on employee benefits while on furlough.

Jury and Witness Duty

Under 2 U.S.C. § 4503, the pay of an employee shall not be reduced during a period of absence with respect to which the employee is summoned as a juror; or as a witness on behalf of any party in connection with any judicial proceeding to which the United States or a State or local government is a party.

An employee may not receive fees for service as juror in a court of the United States or the District of Columbia; or as a witness on behalf of the United States or the District of Columbia. If an employee receives an amount (other than travel expenses) for service as a juror or witness in such a court, the employee must remit such amount to the Office of Finance for deposit in the general fund of the Treasury.

Leave Without Pay

Leave Without Pay ("LWOP") is an absence without pay. LWOP status is initiated by the employee and is subject to Member approval, unless a statute otherwise requires placement in such leave status. To be eligible, an employee must have been employed by the Member for the entire month prior to the effective date of the LWOP status.

1. As a basic condition for approval of LWOP status, there should be a reasonable assurance that the employee will return to duty at the end of the approved period. Members are encouraged to contact the Committee on Ethics at x57103 prior to approving a LWOP status request to confirm that no conflict of interest issues exist.
2. LWOP status should be requested in advance of the period of absence.
3. LWOP status may not exceed 12 months in a 24 month period.
4. When an employee has been appointed to LWOP status, he or she continues to fill a payroll position. The name of such employees will be listed on the monthly payroll certification forms.
5. Continuation of employee benefits while on LWOP status:
 - a. Health benefits enrollment and coverage may be continued for up to 12 months. However, to maintain such enrollment and coverage, an employee placed in a LWOP status is responsible for the payment of the employee's portion of the insurance premium for the period of the LWOP status, either by direct payment or by incurring a debt to the House. Employees should contact the Office of Payroll and Benefits for more information on applicable regulations.
 - b. Life insurance continues for up to 12 months without employee contribution.
 - c. Retirement coverage continues without employee contribution. Up to 6 months in a calendar year is credited for service in the annuity computation.
6. The placement of an employee on LWOP status must be made on the payroll authorization form and received by the Office of Payroll and Benefits on or before the 15th day of the month in which the LWOP status is to be effective.

Contact Payroll and Benefits at x51435 for more information on LWOP.

Military Leave

Under 5 U.S.C. § 6323, an employee in the National Guard or Reserves is entitled to up to 15 days of paid military leave per fiscal year for active duty, as well as for other qualifying purposes (such as inactive- duty training). Employees are also entitled to non- reduction in pay. In addition, under 5 U.S.C. §5538, an employee called to active duty in the uniformed services in support of a contingency operation, as defined under 10 U.S.C. §101(a)(13)(B), is entitled to up to five years of paid leave offset by the employee's military salary. Please contact the Office of House Employment Counsel at x57075 for additional information on the rights, benefits, and obligations of individuals absent from employment for service in a uniformed service.

Office Expenses

Appliances

Ordinary and necessary expenses for small appliances (microwaves, coffee makers, etc.) for use in the Member's congressional offices are reimbursable. Equipment, including appliances, with a purchase price over \$500 must be added to the Member's inventory by contacting CAO First Call at x58000.

An Artistic Discovery, The Congressional Art Competition

Ordinary and necessary expenses, within a category of authorized official and representational expenses, related to the Congressional Art Competition, An Artistic Discovery, are reimbursable.

A Member may not mail An Artistic Discovery entry under the frank. Shipping An Artistic Discovery entry by means other than the frank is reimbursable. Insurance expenses for the artwork are not reimbursable except for shipping insurance.

Academy Nominations

Ordinary and necessary expenses related to reimbursement of travel expenses in support of attending information sessions/briefings at any of the National Military Academies is reimbursable.

Amicus Briefs

Ordinary and necessary expenses related to amicus brief filing fees are reimbursable for the following purposes:

1. To file an amicus brief in his or her capacity as a Member of Congress; or
2. To participate in a civil action challenging the validity of any federal law or regulation; or
3. To participate in a civil action challenging the lawfulness of an action of a federal agency, or an action of a federal official taken in an official capacity, provided that the action concerns a matter of public interest, rather than a matter that is personal in nature. All other legal fees associated with the filing of an amicus brief are not reimbursable from the MRA.

Certificates

Certificates of recognition to a person who has achieved some public distinction for distribution in connection with official and representational duties are reimbursable.

Certificates must comply with the Franking Regulations. Examples of public distinction include, but are not limited to, state, regional or national recognition of some public, community or civic duty or service, or participation in the Members Representational Program. Others include acts of heroism, U.S. citizenship, high school graduations, the award of an Eagle Scout Gold Star, and military academy nominations.

Contact the Franking Commission at x60647.

Clipping Services

Ordinary and necessary expenses related to clipping and media monitoring services (newspapers, periodicals, magazines, etc.) are reimbursable.

Decorating Expenses

Decorations of nominal value (e.g., as frames, bookends, flags, seals, rugs, etc.) for Congressional offices are reimbursable.

In DC congressional offices, the MRA may not be used to pay for items exceeding nominal value, including, but not limited to:

- Area rugs above nominal value
- Paint, except for chalkboard and whiteboard paint as approved by the House Superintendent

Prior to the purchase of any furnishing exceeding \$5000 per item, written approval must be obtained from the Committee on House Administration. Contact the Committee on House Administration at x58281 for more information.

The MRA may not be used to pay for holiday-specific decorations.

Contact the Committee on House Administration at x58281 for a list of government agencies that provide wall decorations free of charge.

Deposits

Security and other deposits are not reimbursable and must be paid from the Member's personal funds. Each Member should notify vendors that any return of deposits should be made to the Member.

Drug Testing

Ordinary and necessary expenses related to drug testing, in accordance with the Member's written drug- testing policy, are reimbursable.

Offices should consult with the Office of House Employment Counsel at x57075 when establishing drug-testing policies.

Dues

Pursuant to 5 U.S.C. § 5946, dues, membership fees, assessments, and annual fees are not reimbursable.

Educational Expenses

Ordinary and necessary expenses for Members or employees to attend vendor-sponsored conferences, seminars, briefings, professional training, and informational programs related to the official and representational duties to the district from which he or she is elected are reimbursable.

1. Members or employees may not be reimbursed for expenses to attend educational programs in order to obtain a primary, secondary, graduate, postgraduate, or professional degree.
2. Expenses associated with acquiring or maintaining professional certification or licensing are not reimbursable, except for basic first-aid, CPR, or notary certifications.
3. Informational programs are events in which interaction with participants relates to official business, including but not limited to discussions about the federal role of government in various issue areas, discussions involving how the Member may assist constituencies through action from the federal government or seek relief from the government in any manner, discussions of policy matters, etc. Information programs should not be primarily social in nature, including but not limited to awards events not related to official business, galas or balls that are primarily social, or other events in which official interaction is more incidental than is the primary purpose.

Employment-Related Expenses

Ordinary and necessary expenses related to filling employment vacancies are reimbursable.

The following expenses are not reimbursable:

1. Transportation to and from employment interviews; or
2. Relocation expenses upon acceptance or termination of employment; or
3. Relocation expenses incidental to a change in duty station.

Flags

U.S. flags for purchase by individuals may be obtained by a Member from the Office Supply Service ("OSS") at x53321. Initially, the costs of the flags will be charged to the MRA. Once payment for a flag is received by the Member office, the office may submit the check to OSS. OSS will credit the MRA.

If a request is made to have a U.S. flag flown over the Capitol, an additional flag flying fee must be paid by the individual purchasing the flag.

Food and Beverage Expenses

Except where noted, Members and employees may be reimbursed for food and beverage expenses incidental to an official and representational meeting that includes one or more person(s) who are not a Member or employee of the House.

Members and employees may be reimbursed for food and beverage expenses for legislative planning session meetings involving Members and their own staff no more than two times per year.

Members and employees may not be reimbursed for food and beverage expenses related to social activities or social events (e.g., hospitality, receptions, entertainment, holiday or personal celebrations, and swearing-in or inauguration day celebrations).

Members and employees may not be reimbursed for the cost of alcoholic beverages.

Framing

Framing services for items to be displayed in the Member's DC or district congressional offices are reimbursable. In Washington, DC, when a Member uses the in-House framing service provided by the CAO, costs will be automatically charged to the MRA.

Furniture

Furniture (e.g., furniture, rugs, carpet, draperies, repairs, etc.) is supplied and maintained by the CAO for Washington, DC, congressional offices through First Call at x58000 without charge to the MRA. Furniture is not reimbursable for the Washington, DC, congressional offices.

Prior to the purchase of any furnishing exceeding \$5000 per item, written approval must be obtained from the Committee on House Administration. Contact the Committee on House Administration at x58281 for more information.

Gifts and Donations

Only the following gifts and donations are reimbursable:

1. Items purchased for official presentation when on official travel for the House of Representatives outside the United States, its territories and possessions. To purchase items from the House Gift Shop, select the item(s) and notify the sales clerk that it is for official presentation in the course of overseas travel. Receipts for such items should be vouchered for payment to the Office Supply Service, and the voucher description should note that it is for official presentation in the course of overseas travel.
2. U.S. flags flown over the Capitol for official presentation as a gift, including the flag flying fee, are reimbursable. Such flags must be for the personal use of or display by the recipient (examples may include, but are not limited to: flags presented at a building dedication for which the Member secured official funding, a flag presented to the family of a fallen soldier, flags presented for exceptional public distinction, etc.).
3. Ordinary and necessary expenses associated with the purchase of presentation folders, frames, or shadow boxes which are of nominal value.
4. Informational and educational federal government publications of nominal value.
5. U.S. Capitol Historical Society publications of nominal value (including calendars).
6. Expenses related to framing the Congressional Art Competition winning artwork, when a Member determines in his or her discretion that hardship case is demonstrated.

No other gifts or donations are reimbursable (e.g. magnets, keychains, stickers, buttons, pens, pencils, etc).

All gifts must be in connection to an officially-related activity or event.

Gifts provided for fundraising activity are prohibited.

House Gift Shop

The CAO operates a gift shop in B-217A Longworth that sells souvenirs and mementos to Members, staff, and the public. Gift Shop purchases may be made by cash, check or credit card. A Member Account Card may not be used to purchase items at the Gift Shop.

Contact First Call at x58000 for special orders from the Gift Shop.

Greetings

Expenses related to the purchase or distribution of greetings, including holiday celebrations, condolences, and congratulations for personal distinctions (wedding anniversaries, birthdays, etc.), are not reimbursable, except if authorized by the Franking Commission.

Insurance

A Member may be asked to provide a certificate of insurance for the purpose of entering into a lease for a district office or for securing space in which to conduct a town-hall meeting or other official and representational event. The House does not carry a private insurance policy and generally does not permit Members to use the MRA to pay for a private insurance policy.

Under the provisions of the Federal Tort Claims Act, codified at 28 U.S.C. § 2671-2680, the United States acts as a self-insurer and recognizes liability for the negligent and wrongful acts or omissions of its employees acting within the scope of their official and representational duties. The United States is liable to the same extent an individual would be in like circumstances.

Although the Federal Tort Claims Act is not the equivalent of private liability insurance, it does provide an aggrieved party with administrative recourse, and if that proves unsatisfactory, legal recourse for damage or injury sustained. Thus, to the extent negligent acts of Members or congressional staff, while conducting official and representational duties, result in either property damage or bodily injury, such damage or injury should be compensable under the Act in a manner that affords protection similar to private liability insurance.

However, if the provisions of the Federal Tort Claims Act are not considered adequate, the ordinary and necessary expenses for liability insurance to cover these risks are reimbursable. When a compensable event occurs, the deductible portion of a policy may be paid from the MRA.

The expenses of fire and theft insurance are not reimbursable.

Contact the Office of the General Counsel at x59700 for guidance regarding the Federal Tort Claims Act.

Interpreting and Translating Services

Ordinary and necessary expenses related to interpreting and translating services, including accommodations ordinary and necessary expenses related to interpreting and translating services are reimbursable. For events held in House Office Buildings, contact the Office of Congressional Accessibility Services at x44048.

Late Fees

Ordinary and necessary fees related to late payments incurred beyond the control of the Member are reimbursable.

Mailing Lists

Ordinary and necessary expenses related to the procurement and production of mailing and distribution lists may be reimbursed. Lists may not contain information about individuals whose primary residence is outside the district the Member is elected to represent with the exception of government officials. The list may not contain any campaign or campaign-related political party information. The list must be procured or compiled as a result of a bona fide arm's length marketplace transaction.

Members may not purchase or acquire mailing and distribution lists from their campaign offices or campaign-related political party entities. Official mailing and distribution lists may not be shared with a Member's campaign committee, any other campaign entity, or otherwise be used for campaign purposes.

Use of mailing and distribution lists must comply with House information technology and security policies as approved by the Committee on House Administration.

39 U.S.C. § 3210 prohibits Members from sending any mass mailings outside of the district from which elected. For further guidance, please refer to the Franking Regulations.

The CAO provides a service of sorting constituent mailing lists to eliminate outdated/duplicate addresses and reduce mailing costs. Contact CAO Mailing Services for more information at x54355.

Mail Preparation

Ordinary and necessary expenses associated with the printing and preparation of Member correspondence are reimbursable. Franking expenses associated with all mailings will be deducted from the MRA.

Mass Transit Benefits

Members, employees, and paid interns working in Washington, DC or the Member's district are eligible for transit benefits. For information regarding this benefit, please contact Office of Payroll and Benefits for more information at x51435.

Messenger Services

Ordinary and necessary expenses for messenger services related to the Member's official and representational duties are reimbursable.

Official Meetings

Ordinary and necessary expenses related to conducting official meetings inside the district are reimbursable. These expenses include, but are not limited to, procuring space, chairs, tables, audio/video equipment, etc.

Presence or involvement by the Member or staff does not sufficiently define an activity as official.

For official meetings outside the district, only travel and travel related expenses are reimbursable.

Parades

Members may only use official funds from the MRA to pay for transportation to and from a parade, not for anything else related to the parade. If the Member uses official funds to get to the parade, then no campaign activity or materials are permissible at the parade.

Parking

Please see the Committee on House Administration website for the House Parking Policy.

Information regarding District Office parking expenses is available in the District Office section of the Handbook.

Photography Expenses

Ordinary and necessary photography expenses related to a Member's official and representational duties, including but not limited to, the Member's official photo, official photographs for distribution to constituents, and photograph presentation folders and frames of nominal value, are reimbursable.

Official photographs are those taken with the use of House resources (equipment, staff, etc.) for official use. These include photos for use on House credentials and in House directories. Additionally, photos taken with House equipment by House staff are considered official photographs. Members may use MRA funds to procure

photographic equipment and use staff resources to take official photos. Additionally, Members may hire a photographer as a shared, temporary, or contract employee. Official photographs must comply with applicable rules and regulations for official use and may not be used for personal or campaign purposes.

In Washington, DC, contact the House Photography Studio at x52840 for services, charges, and availability.

Photographs provided by a constituent may implicate the gift rule. Contact the Committee on Ethics at x57103 for more information.

Publications

Ordinary and necessary expenses related to purchasing or subscribing to publications, including but not limited to research materials, reference books, informational brochures, electronic services, or periodicals are reimbursable.

All invoices for subscriptions received by the Office of Finance through the close of business January 2 will be debited from the current MRA year. Subscriptions beginning on January 1 or 2 may be debited from either allowance year, as directed by the Member.

Subscriptions to newspapers and periodicals may exceed the Member's term.

Subscriptions that exceed a Member's term in office will be assigned to the Member's successor.

Congressional Record

Costs related to providing Congressional Record subscriptions to constituents, private entities, or public entities are not reimbursable.

Offices are authorized to purchase additional copies of the Congressional Record, as necessary for office use.

Representational Programs

Ordinary and necessary expenses related to programs established by the Member to promote the public good or civic service, or to solicit input/information from constituents related to official business is reimbursable. Any program's title may only include the state and district of the Member. The program's title may not include the name of the Member. Members and staff may not solicit any items of value for the program, and may not offer any officially paid goods or services as a

result of participating in the program that is not authorized as a gift. The office may issue participants a certificate of achievement as part of the Representational Program.

Staff Meetings

Members and staff may attend staff meetings (e.g., staff retreats, internal staff development, legislative planning sessions, etc.) at a Member-authorized location in the Member's State or in the Washington, DC metropolitan area for official and representational purposes, and may seek reimbursement for expenses relating to attendance at such meetings, provided that such expenses are otherwise consistent with all other Handbook regulations. Staff whose duty station is in the location of the meeting may not incur lodging expenses when staff meetings are held in that area, subject to official travel restrictions.

Members and employees may be reimbursed for food and beverage expenses for legislative planning session meetings involving Members and their own staff no more than two times per year.

The MRA may not be used for social events or activities (including but not limited to: boating, skiing, sporting events, theme parks, etc.).

Supplies

Office supplies to support the conduct of the Member's official and representational duties are reimbursable.

The Office Supply Store ("OSS") is located in Room B-217 Longworth at x53321. OSS issues each Member an Account Card for official purchases, which may only be used by the Member and/or staff. The cost of all items purchased with the Account Card is charged to the MRA.

Supplies for a Member's district office may be procured in the district through supply stores or through regional General Services Administration ("GSA") supply centers.

Storage

Ordinary and necessary expenses related to procuring storage space are reimbursable. Long term space or storage rental contracts should be submitted to the CAO Office of Administrative Counsel for review and approval, and may not exceed the Member's term.

Telecommuting

Ordinary and necessary telecommuting expenses incurred in compliance with the Committee on House Administration telecommuting policy are reimbursable.

Telecommunications

Ordinary and necessary expenses related to the official use, including periodic or flat service fees, of telecommunications lines (voice and data) in the residence of a Member or employee are reimbursable. The cost of installation of such lines is not reimbursable.

Audio and Video Expenses

Ordinary and necessary expenses related to audio and video recording and materials, including but not limited to the following, are reimbursable:

1. Production of public service announcements for distribution to the stations serving the Member's district; or
2. Filming related to the appearance of a Member or the Member's employee at an official event; or
3. Videotapes and transcripts of commercial broadcasts related to the Member or the Member's district for in-office use; or
4. Videotapes that are produced by the Member or videotapes that are provided to a Member and authorized by the providing entity to be reproduced for official distribution; or
5. Video teleconferencing services incurred in support of the Member's official and representational duties.

Except where authorized, the costs related to purchasing television broadcast time are not reimbursable. Members are subject to copyright laws when utilizing outside materials.

In Washington, DC, the House Recording Studio is available for audio and video services. Contact the House Recording Studio at x53941 for information on services, charges, and availability.

There are certain election-related restrictions on mass communications. Audio and video content must relate to official and representational duties to the district and must comply with Franking standards if sent out as an unsolicited Mass Communication.

Printing and Production

Reimbursable printing and production expenses include, but are not limited to:

1. Newsletters, postal patron mailings, mass mailings, notices of town hall meetings or notices of personal appearance of the Member at an official event
2. Administrative papers (casework tracking forms, personnel record forms, etc.)
3. Legislative papers (bills, drafts, summaries, amendments, etc.)
4. Business cards for Members and their employees
5. Stuffing, sealing, and associated expenses relating to printing and sending official mail
6. Stationery

Printed materials only require a Franking Advisory when they are distributed as an unsolicited mass communication. Items not distributed as a mass communication are not required to meet Franking content standards, but the content must be official.

Stationery

Pursuant to 44 U.S.C. § 734, ordinary and necessary expenses associated with the printing and production of official stationery are reimbursable. Official stationery may be procured from the Government Publishing Office.

Contact the Congressional Printing Management Division at 202-512-0224 and the Office of Publication Services at x65200 for stationery requests.

Additional stationery requests (writing paper, bond, etc.) are reimbursable.

Appearance

Official stationery must contain the following information:

1. Member's name;
2. Member's district and state;
3. Congress of the United States, House of Representatives, or comparable language;

Official stationery may contain the following information:

1. Leadership-appointed positions; and
2. Congressional Member Organization membership.

Official stationery may include professional license(s).

Official stationery may not contain the following information:

1. Seals other than the Great Seal, Congressional Seal, or State Seal
2. Member's political party identification
3. Slogans
4. Private entity information or endorsement
5. Campaign contact information (e.g., address, phone number, email address)
6. Greetings
7. Picture or likeness of the Member
8. Family crest

Use

Official stationery may be used only for a letter or other document the content of which must be official in nature. When sent out under the frank, content must comply with the Franking Regulations. Contact the Franking Commission at x60647 for information on content of official correspondence.

Contact the Committee on Ethics at x57103 for information on the use of official stationery.

Business Cards

Ordinary and necessary expenses for business cards for Members and employees are reimbursable. The content of business cards must comply with the Franking Regulations. Business cards must contain the name of the employing authority and accurately describe the position to which the employee has been appointed.

The MRA may not be used to purchase business cards for individuals not on House payroll. Please consult the Committee on Ethics for regulations on use of Congressional information on personal business cards.

Business cards may be obtained through Office Supply Service at x53321.

Postal Expenses

Postal expenses incurred only when the frank is insufficient, such as certified, registered, insured, express, foreign mail, and stamped, self-addressed envelopes related to the recovery of official items, are reimbursable. Postage may not be used in lieu of the frank. All mailings initiated by a Member must be in compliance with the Franking Regulations.

Members must return unused postage stamps to CAO First Call (x58000) at the end of a Member's service in the House.

Postage expenses up to \$100 per month are reimbursable to return items not authorized as gifts under House Rules for purposes of returning the item(s) to the donor.

Equipment

Ordinary and necessary expenses for equipment for use in the Member's congressional offices are reimbursable subject to Committee regulations. For all questions relating to equipment and equipment-related issues, refer to the Guide To Outfitting and Maintaining an Office of the U.S. House of Representatives, available at (<http://cha.house.gov>). For further information relating to any of the CAO's services, please refer to HouseNet or call First Call at x58000.

District Office

Booths

Ordinary and necessary expenses associated with renting or outfitting a booth to provide public information directly related to the Member's official and representational duties are reimbursable. While the booth may be located outside the district, it must serve your district's constituency.

Cable

Costs of cable television subscriptions in support of official and representational duties in the district office(s) are reimbursable.

Itemized premium channels and sports packages are not reimbursable.

Custodial Services

Ordinary and necessary expenses for custodial services for district office(s) are reimbursable.

Furniture

If available, GSA will provide furniture to district offices at no cost to the Member's MRA.

Otherwise, these expenses are reimbursable for congressional district offices. Furniture requests for district congressional offices can be processed through First

Call at x58000 and charged to the MRA. Please contact First Call prior to the purchase of any furniture for district offices.

Prior to the purchase of any furnishing exceeding \$5000 per item, written approval must be obtained from the Committee on House Administration. Contact the Committee on House Administration at x58281 for more information.

Leases

Rental expenses related to district offices, except for security deposits, are reimbursable. There is no limit on the number and size of district offices a Member may establish. No lease may extend beyond the Member's elected term. Members must notify the Office of Finance at x57474 in writing when a lease is terminated.

District offices may be located in:

1. Federal buildings;
2. Commercial buildings; and
3. State, county, or municipal buildings.

District office space must be located within a Member's district unless there is no suitable office space in a federal building in the Member's district. In that event, a district office may be located in a federal building serving the Member's district.

Members may not accept free office space from private entities. Private office space must be leased at a fair market value as the result of a bona fide, arms-length, marketplace transaction. The Committee on Ethics has ruled that Members may accept free office space, located in their district, when such space is provided by a federal, state, or local government agency.

All leases must include a House lease attachment.

Leases and lease attachments must be submitted to the CAO Office of Administrative Counsel at x56969 for review and processing. The Committee recommends that Members submit such leases for review prior to being signed by the Member and lessor, because the Member is personally liable for payments under any lease not in compliance with House Rules and Committee regulations.

The House will authorize disbursement of funds under the terms of the lease agreement only if the lease agreement complies with House Rules and Committee regulations. The House will not authorize disbursement of funds to make payments under the terms of the lease agreement until the CAO Office of Administrative Counsel has reviewed the lease agreement and has signed the attachment. Similarly, the CAO Office of Administrative Counsel must review any proposed

substantive amendment and sign the attachment for the amendment before the House will authorize any payment pursuant to such an amendment. Any amendment to a lease agreement must be in writing.

Contact the CAO Office of Administrative Counsel at x56969 for lease standards.

Mobile District Offices

Mobile district offices must remain in the Member's district unless they are being stored, receiving maintenance and repair, or traveling between points in the district. If signs are used to identify the mobile district office, they must be removed if they contain the Member's name when the vehicle is in transport.

Parking

Parking should be negotiated as part of the district office lease. However, if parking is unavailable or insufficient through the district office lease, Members may pay for parking expenses at the district office or may negotiate a separate parking space lease and submit it to the CAO Office of Administrative Counsel for review and processing.

Contact the CAO Office of Administrative Counsel at x56969 for lease standards.

Repairs

Ordinary and necessary expenses for minor office repairs that are the responsibility of the tenant, or cosmetic changes that are requested by the tenant and are not covered in the lease are reimbursable. The expenses of capital improvements to district offices are not reimbursable.

Contact the CAO Office of Administrative Counsel at x56969 to determine if a repair qualifies as a minor office repair or cosmetic change.

Security

Ordinary and necessary expenses associated with security measures necessitated by official duties are reimbursable.

Members may, without prior House Sergeant at Arms ("HSAA") approval, use their MRAs to purchase security upgrades for their district offices from certain HSAA approved vendors, if the total cost of the system does not exceed \$10,000 per office. Security system purchases greater than \$10,000, not including monthly monitoring fees, require HSAA review and approval. Offices wishing to obtain security assessments and upgrades from vendors other than those specifically exempted may

do so; however, they must first obtain approval from the HSAA, regardless of cost. This review is necessary for the HSAA to ensure the qualifications and capabilities of various vendors not previously evaluated.

Finally, the costs of security upgrades considered capital improvements (e.g., constructing a new doorway, installing bulletproof glass, etc.), must be borne by the landlord and can later be incorporated into the monthly rent of the district office lease. For questions on capital improvements or modifying district office leases, please contact the CAO Office of the Administrative Counsel at x56969.

Sharing Offices

A Member may share office space with Members of the United States Senate from the Member's state or with state and local officials, but all expenses (including rent, utilities, etc.) and space must be kept and billed separately.

Members may share a district office with another Member of the US House of Representatives; however, they must submit a district office sharing plan to the Committee on House Administration for approval. Contact the Committee on House Administration for more information.

Contact CAO Office of Administrative Counsel at x56969 to submit such leases for review, and the Office of Finance at x57474 to establish billing arrangements.

Signs

Ordinary and necessary expenses related to purchasing sign(s) to identify the location of a district office are reimbursable. Such signs may not include a picture or likeness of the Member and must identify that the premises is a district congressional office. If a sign includes more than a Member's name and district, the content must comply with the Franking Regulations.

Storage

Storage should be negotiated as part of the district office lease. However, if storage space is unavailable or insufficient within the district office space, Members may negotiate a separate storage space lease and submit it to the CAO Office of Administrative Counsel for review and processing. GSA will provide temporary storage for up to 90 days for district offices at no cost to the Member's MRA. Contact the CAO Office of Administrative Counsel at x56969 for lease standards.

Utilities

Utilities are reimbursable. They may be integral to the lease and included in the monthly rent, or may be vouchered separately, or processed through automatic payment. Contact the Office of Finance at x57474 for information regarding automatic payment of utilities.

No other travelers are reimbursable.

Communications

Town Hall Meetings

A town hall meeting is an official meeting a Member holds within the Member's district with their constituents to facilitate the exchange of information regarding the Member's official and representational duties.

Ordinary and necessary expenses related to town hall meetings are reimbursable.

Ordinary and necessary expenses include, but are not limited to, the following:

1. Advertisements
2. Rental of rooms, chairs, audio systems
3. Audio/Video Expenses
4. Interpreting Services
5. ADA Accommodations
6. Reporting and transcription services
7. Electronic Transmission (not television)
8. Custodial Services
9. Signs/banners/leaflets/flyers that comply with the Franking Regulations
10. Security (Members are strongly urged to coordinate any security needs with the House Sergeant at Arms)
11. Plants or other relevant decorative items of nominal value

Members may invite any Member of Congress to participate in their official town hall meeting. Travel expenses for a guest Member or Senator are reimbursable from the MRA of the host Member.

Town hall meeting notices should include a contact person to arrange for accommodations for persons with disabilities.

Members and employees may not accept, from any private source, in-kind support having monetary value for a town hall meeting. Contact the Committee on Ethics at x57103.

Joint Town Hall Meetings

Members may be reimbursed for ordinary and necessary expenses associated with holding joint town hall meetings with Members of the House of Representatives representing adjacent districts or United States Senators representing the same state, as specified below.

1. Joint town hall meetings must be held in one of the hosting House Members' districts, or if held jointly with the home state Senator, then the meeting must take place within the House Member's district.
2. Expenses (excluding mail) may be divided to reflect an accurate representation of each Member's expenses, and may be directly vouchered through the Office of Finance with supporting documentation (invitation, agenda, etc.) for the meeting.
3. 39 U.S.C. § 3210 prohibits Members from sending any mass mailings outside of the district from which elected. Therefore, Franked mail expenses that relate to advertising joint town hall meetings must be separately accounted for and charged to the MRA of the Member into whose district the Franked mail was delivered.

Virtual Town Hall Meetings

Ordinary and necessary expenses related to conducting a virtual town hall meeting, including but not limited to, radio broadcast time, internet resources (Skype, Oovoo, streaming, etc.), or telephone town hall meetings, for constituents in the district from which the Member is elected are reimbursable. Costs related to television broadcast time are not reimbursable.

Press Conferences

Ordinary and necessary expenses related to conducting an official press conference are reimbursable.

Advertisements

Ordinary and necessary expenses related only to the following types of advertisements are reimbursable:

1. Notice of personal appearance of the Member at an official event, which the Member sponsors and hosts in support of the conduct of the Member's official and representational duties to the district from which he or she is elected.
2. Notice relating to the nominating process to the U.S. Military Academies.
3. Notice relating to the Congressional Art Competition, "An Artistic Discovery."
4. Notice of employee and internship openings.
5. Notice of the address, location, and contact information (including web

- presence), and email for the Member's congressional offices.
6. Notice of town hall meetings (physical and virtual).
 7. Notice of constituent services available through the Member's congressional office(s) including, but not limited to:
 - a. Assistance in contacting and working with federal, state, or local agencies (casework);
 - b. Information regarding visiting the U.S. Capitol & available congressional tours;
 - c. How to request a presidential greeting or congressional acknowledgement (e.g., citizenship, public distinction, community service);
 - d. How to participate in a survey related to the Member's official and representational duties;
 - e. How to request a U.S. flag flown over the U.S. Capitol; and/or
 - f. How to subscribe to the Member's e-communications program(s).

Advertisements will be subject to review by the Franking Commission for an Advisory Opinion. In the cases of online advertisements, some embedded links and landing pages are subject to review. The FCC disclaimer is not required for online advertisements and relevant photos are permissible.

Advertisements are subject to Franking blackout dates except in cases of the Congressional Art Competition, House STEM Competition, Military Academy nominations, employment listings, and information in the event of a disaster.

Contact the Franking Commission at x60647.

There are restrictions on mass communications within 90 days of an election.

Advertisements may not contain a photo or likeness of the Member.

Internet

Only advertisements within the authorized categories on web pages that serve the Member's district are reimbursable.

Radio

Ordinary and necessary expenses only for a radio advertisement within the authorized categories are reimbursable.

The radio station broadcasting the advertisement or meeting must serve the Member's district.

Television

Ordinary and necessary expenses only for a television advertisement within the authorized categories are reimbursable.

A television advertisement may only contain text and voiceover and relevant graphics. The television station broadcasting the advertisement must serve the Member's district.

Disclosure

Members must disclose, within a television and radio advertisement, the source of payment for the official advertisements. Members may use any of the following:

1. "Paid for with official funds from the office of [Member's name]."
2. "Paid for by the funds authorized by the House of Representatives for the [district number] District of [name of state]."
3. "Paid for by official funds authorized by the House of Representatives."

Inside Mail

1. Inside Mail is a delivery service for the transmittal of interoffice communications provided by House Postal Operations, pursuant to the regulations established by the Committee on House Administration. Inside mail service is available among offices in the Capitol, the House and Senate Office Buildings, the Library of Congress, the White House, the State Department, and the Social Security Administration.
2. Inside mail is provided to support the conduct of the official business of Members, committees, Officers of the House, and Congressional Staff Organizations.
3. Inside mail service may not be used to circulate letters which are personal or campaign-related, or which constitute commercial advertising except when postage is paid for with personal expenses.
4. All mail to be delivered via inside mail should be clearly marked Inside Mail and should be deposited in an Inside Mailbox.
5. Authorized items for circulation of inside mail include:
 - a. A Dear Colleague or similar correspondence relating to the official and representational business of the Member. This correspondence must be on official letterhead and signed by the Member.
 - b. A position paper, report, legislative analysis, or any material published or produced by another individual or organization that a Member wishes to circulate. This correspondence must be accompanied by a signed cover letter on official letterhead. A copy of the cover letter must be attached to each item to be distributed.

- c. Franked mail.
- d. Stamped mail.
- e. Mail for which a delivery fee has been paid.
- f. Mail in a reusable blue U.S. House of Representatives Inside Mail envelope.
- g. Mail produced by Congressional Staff Organizations registered with the Committee on House Administration.

Dear Colleague letters and similar correspondence must be transmitted to House Postal Operations in the appropriate quantity, with a cover letter signed by the Member, indicating to whom the mailing should be distributed. For information regarding these procedures, contact House Postal Operations at x63764.

Electronic Communications

Ordinary and necessary expenses related to electronic communications (Internet, fax machines, etc.) are reimbursable.

1. All official electronic communication content, which is sent out as an unsolicited mass communication, must comply with the Franking Regulations.
2. All official electronic communications must comply with House information technology and security policies as approved by the Committee on House Administration.
3. All official electronic communications sent to an email list of 100 or more individuals must include a usable opt-out in the body of the email that enables an individual to opt-out from the Member's email list. Opt-out requests must be honored. These mailings must comply with IT Policy 007.0 -Email List Management Policy as approved by the
4. Committee.
5. All unsolicited mass communications must be reported on the Quarterly Mass Communications Report.

Subscribed Emails

A subscribed email is an email sent to individuals who have taken a willful action to subscribe to the Member's email list. Members must notify individuals who subscribe to email updates that the individual is authorizing the Member to send regular email updates from the Member's office to the individual's email account. All email updates to subscribers must contain an option that enables the individual to unsubscribe from the email list. Members may send subscribed email updates without obtaining an advisory opinion, but the contents must still adhere to Franking regulations.

Non-subscribed Emails

If each email address used in a mass communication was not obtained with an individual subscribing for subscribed email updates, then the Member must receive a Franking Advisory prior to the distribution of the mass communication.

Newspaper Inserts

Ordinary and necessary expenses related to the production and distribution of newspaper inserts are reimbursable. The content must be in compliance with the Franking Regulations.

There are certain election-related restrictions on mass communications.

Unsolicited Mass Communication Restrictions

Unsolicited mass communication is defined consistent with Franking Regulations as any unsolicited communication of substantially identical content (whether such communication is distributed singly or in bulk, or at the same time or different times) to 500 or more persons in a session of Congress.

Except where noted, unsolicited mass communications, regardless of the means of transmittal, must receive an Advisory opinion from the Franking Commission, prior to dissemination.

Advisory Opinions may be obtained from the Franking Commission at x60647.

Expenditures from the MRA for unsolicited mass communications, regardless of the means of transmittal, are prohibited if such communication occurs fewer than 90 days immediately before the date of any primary or general election (whether regular, special, or runoff) in which the Member's name will appear on an official ballot for election or reelection to public office. Unsolicited mass communications are subject to Franking blackout dates. Emails, flyers for handout, posters, and authorized advertisements are exempt from this restriction in cases of officially sanctioned competitions, military academy nominations, employment listings for the Member office, and information in the event of a disaster.

Note, these exemptions do not apply to franked mail.

Examples of unsolicited mass communications are:

1. Radio, TV, internet, or newspaper advertisements of town hall meetings or of a personal appearance of the Member and/or the Member's employees at an official event
2. Mass mailings

3. Newspaper inserts
4. Mass automated phone calls
5. Mass Facsimiles
6. Posters, flyers, leaflets, handouts, etc., that are distributed as mass communications
7. Radio programs aired on broadcast time purchased with official funds
8. Video or audio communication for which official funds are expended for production and distribution and are distributed unsolicited to 500 or more recipients.
9. Mass email communications distributed to a non- subscribed emailing list

This restriction does not apply to the following:

1. Direct responses to communications (solicited communications)
2. Communications to Members of Congress and other government officials
3. News releases, press releases, interviews (initiated by an outside entity), or media releases (written or recorded communications from Members, directed at the news media), in any format. Note that expenses for production and transmittal are reimbursable; expenses for satellite downlink and broadcast are not reimbursable.
4. Websites (including a Member's official website) and other electronic bulletin boards on which information is posted for voluntary public access.
5. Advertisements for employee position and internship openings, U.S. Military Academy Days, and An Artistic Discovery
6. Member's participation in a media hosted interview or program
7. Previously recorded programs and public service announcements aired at the discretion of a media outlet, when no expenses are incurred by the Member
8. Purchases of research materials, including videotapes, audiotapes, and other electronic media
9. Video teleconferencing services
10. Mass email communications distributed to a subscribed emailing list

Websites

Internet sites paid for with official funds (Websites) are a series of centrally maintained Web pages, accessible to the public via the Internet and stored on a specific host. The home page is the first accessible page for that site.

1. Ordinary and necessary expenses associated with the creation and continued operation of Websites, in support of the Member's official and representational duties, are reimbursable.
2. Except as noted in item 6, below, Members' Web sites must be located in the HOUSE.GOV host- domain and must be hosted in conformance with the

- regulations issued by the Committee on House Administration.
3. Members' Websites may be maintained by either House Information Resources (HIR), the Member's congressional office, or a private vendor authorized to provide Web services to the House in compliance with the regulations issued by the Committee on House Administration.
 4. Members' Websites may link to Committee Websites, but Committee Websites may not be located on Websites paid for by the MRA.
 5. Members may include information within their Website about CMO issues and activities. All CMO references within a Website must relate to the Member's official and representational duties.
 6. In addition to their official HOUSE.GOV website, a Member may establish profiles, pages, channels or any similar presence on third-party sites that allow individuals or organizations to offer information about themselves to the public (Social Media Accounts). Member-controlled content on Social Media Accounts is subject to the same requirements as content on Member websites.
 7. Websites should be compliant with the accessibility standards set out in § 508 of the Rehabilitation Act of 1973 and the World Wide Web Consortium's Web Content Accessibility Guidelines.
 8. Websites may link to non-government sites, so long as the link content relates to the Member's official and representational duties to the district from which he or she is elected, and the content would not otherwise violate any other House rules, regulations, or federal laws. Internet resources may not contain content that misrepresents a Member's current role in Congress.
 9. For Member internet social media accounts, Members should ensure their social media URLs and account names reflect their position. Departing Members may not maintain their official social media pages/sites after they leave the House; however, they may retain their personal accounts provided the name (and other identifying information) of such accounts clearly do not convey the impression that the former Member is still a Member of the House, or that the account is an official account of the House.

Content

The content of a Member's Website:

1. The official content of any material posted by the Member on any website must be in compliance with Federal law and House Rules and Regulations applicable to official communications and germane to the conduct of the Member's official and
1. Representational duties. Accessing a web site (whether by using a link or by other means) is to be treated as a "solicited communication" from a Member's office.
2. May not include personal (outside of incidental references), political party

- (except for political party affiliations), or campaign information.
- 3. May not include grassroots lobbying or solicit support for a Member's position.
- 4. May not generate, circulate, solicit, or encourage signing petitions.
- 5. May not include any advertisement for any private individual, firm, or corporation, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service.

Name (URL)

The URL name for an official Website located in the HOUSE.GOV domain, or name of a profile, page, channel, or similar presence on a third party site, must be recognizably derivative or representative of the name of the Member or the name of the office sponsoring the Website and comply with the regulations issued by the Committee on House Administration.

The URL name for an official Website located in the HOUSE.GOV domain may not:

- 1. Be a slogan.
- 2. Imply in any manner that the House endorses or favors any specific commercial product, commodity, or service.
- 3. Be deceptive and must accurately represent the Member's name or district represented.

A Member may use personal funds to purchase a personalized URL as a locating address, so long as it points back and resolves to the official website address.

Information Security

The Committee on House Administration issues and maintains policy and standards to guide Members and staff for the protection of House information and equipment.

The purpose of these policies and standards is to protect the Members and the House from the inappropriate release of privileged or protected information. Categories of information designed to be protected include: legislative information, legally protected information such as personally identifiable information and medical information protected under HIPPA. Information related to the advance travel plans and locations of Members and staff should be protected to help ensure the safety of Members and staff.

National Security Information is protected by law and procedures established by the Sergeant at Arms' Office of House Security.

Members and staff are expected to comply with applicable laws, House Rules, and House Security Policy in their daily practice of using the Internet, House computers, and mobile equipment. The House Information Security Office at x66448 offers practical guidance to assist Members in this effort.

Travel

Travel by Members, Members' employees, and vendors in support of the official and representational duties of that Member to the district from which he or she is elected is official travel. At times, authorized travelers may need to travel to remote parts of the district or airline schedule may not meet the traveler's need. Members and staff may use an alternate or other convenient airport, so long as Washington, D.C., or the district is the primary destination.

Official travel includes local travel and travel away from home overnight to conduct official and representational duties, when returning to the duty station or residence is impractical.

Ordinary and necessary expenses associated with official travel (including lodging and meals) are reimbursable with the MRA.

Travel to or from a destination for the purposes of connecting to or from another official or officially-connected trip is also considered official travel. Any of the connecting/linking travel must occur within the US to be reimbursed with official funds, and the primary purpose of the secondary trip must primarily relate to official business.

Living expenses and commuting expenses are not reimbursable, except in extraordinary circumstances (e.g., extreme weather conditions, staff working beyond availability of mass transit or rideshare arrangements, etc.) when a Member receives written authorization from the Committee. "Living expenses" include meals, housing, and other personal expenses incurred at the Member's or employee's residence or duty station. "Commuting expenses" are transportation expenses incurred by the Member or employee while commuting between their residence and duty station.

Official travel, paid for with the MRA, may not be for personal, campaign-related political party, campaign, or committee purposes.

Official travel cannot originate from or terminate at a campaign event. Official travel may not be combined with or related to travel or travel-related expenses paid for with campaign funds.

General

Official travel may not exceed 60 consecutive days.

Members have two duty stations: their Congressional District and Washington, DC. Staff duty stations are determined by their primary residence.

Vendor Official Travel

Official travel also includes travel by a vendor when traveling to provide service or training to Member offices.

A vendor is an employee of a private company that provides maintenance and support for equipment and software (computer and non-computer) under a valid House contract or working on a time and material basis.

All travel costs must be negotiated and agreed upon in writing by both parties prior to vendor travel. Offices are encouraged to utilize the federal government per diem rates established by the General Services Administration for vendor travel costs as a benchmark. For a listing of the per diem rates by state and locality, see <http://www.gsa.gov/portal/category/21287>.

Unexpected Official Travel

Official travel includes travel to an official point from a location visited on personal travel by Members and staff, if the travel to the official point is necessitated by an unexpected official duty (e.g., previously unscheduled House vote, natural disaster, or civil disorder). In such cases, return travel to the point of personal destination is considered official and reimbursable and is eligible for government rate.

Combined Travel

Combined travel is travel by a Member or their employees for the primary purpose of supporting the official and representational duties of the Member, but includes an intervening destination or an additional time period that is included for personal purposes.

Combined travel requires that:

1. The primary purpose of the travel must be official and representational. The personal segment of the combined travel may not be purchased at a government rate or be purchased with a Government Travel Card.
2. The traveler must attach the combined travel form to the voucher submitted for combined travel reimbursement, stating that the official

travel and personal travel was combined for personal convenience.
(Combined Travel form).

3. All travel must occur within the United States, its territories, or possessions.

Reimbursement Options for Combined Travel:

Option #1 - The traveler purchases both segments of the trip with personal funds at the commercial rate.

The traveler may then seek reimbursement for the government rate of the direct route and means to the destination required for official and representational business, or the actual traveled fare; whichever is less.

Option #2 - The traveler purchases the initial "personal" segment of the trip with personal funds at the commercial rate (no reimbursement is sought for this segment). The next "official" segment to either D.C. or the district may be purchased at either commercial or government fare.

The traveler may then seek reimbursement for the fare of the official segment, so long as the rate does not exceed the government rate between the district and D.C., or the actual traveled fare, whichever is less.

In the event of a segment of personal travel, there is an absolute prohibition on reimbursement from official funds for the personal travel segment.

Mixed Purpose Travel

Mixed purpose trips typically involve travel that includes official, campaign and/or privately-sponsored activities. Often this travel is funded by a mix of official, campaign and/or private funds. If the primary purpose is for a non-official event/purpose, the office cannot schedule official activities around the non-official event/purpose to make the travel eligible for congressional offices to be reimbursed. Mixed purpose trips may need to be approved by the Committee on Ethics.

Because mixed travel is so nuanced and specific, please contact the Committee on House Administration (202) 225-8281 (Majority) - (202) 225-2061 (Minority) with any initial questions you have when starting to plan the trip/event.

Official Travel Expenses

Official travel expenses including transportation, lodging, meals (excluding alcohol), fees (e.g., parking, tolls, ticket change fees, travel insurance, etc.), and other ordinary and necessary incidental expenses while on official travel status are reimbursable.

Advanced payments for tolls or transponder expenses are not reimbursable; however, monthly transponder statements with official travel tolls noted with an asterisk may be submitted for reimbursement. Transponder service or rental fees are not reimbursable unless use is entirely official.

Shared Official Travel Expenses

Official travel expenses may be shared by more than one Member or committee office. The division of expenses must accurately reflect each traveler's expenses, and offices may only pay for the expenses of their respective Member, staff, and authorized vendors.

Chartered Aircraft

Ordinary and necessary expenses related to chartering an aircraft for official travel are reimbursable when:

1. Passengers are restricted to Members, their employees, and their immediate family members (spouse, child, parent), the names of whom must be stated on the voucher.
2. If an immediate family member uses a chartered aircraft with the Member, the Member may seek reimbursement for the full cost of the chartered aircraft and the family member must submit a check to the Office of Finance payable to the U.S. Treasury equivalent to the cost of a comparable commercial first class fare. A letter explaining the reason for its submission must accompany the check.
3. Other non-congressional individuals may travel on the Member chartered aircraft when the following criteria are met:
 - a. The chartered aircraft vendor has the ability to charge based on individual seating in the same manner as a commercial aircraft vendor; and
 - b. The other passengers are federal, state and local officials, and are joining the Members and staff in support of congressional issues related to the district.

Unless prior written approval is obtained from the Committee on House Administration, a private or charter aircraft between the D.C. metropolitan area and anywhere cannot be reimbursed from official funds. Contact the Committee on House Administration at x58281 for more information.

Prior to any use of a private or charter aircraft whose anticipated cost for the total itinerary exceeds \$7,500, written approval must be obtained from the Committee on House Administration. Contact the Committee on House Administration at x58281 for more information.

The Committee recommends that charter or private aircraft be used sparingly, and only if/when the Member determines there is no suitable commercial flight available. Please contact the Committee for more information.

Corporate or Private Aircraft

Reimbursement for corporate or private aircraft is subject to House Rules. Please contact the Committee on Ethics for information regarding the permissible use of corporate or private aircraft at x57103. The Committee on Ethics may grant approval in writing for the use of corporate or private aircraft. If the Committee on Ethics approves the use of corporate or private aircraft, a Member and/or their employees who travel via corporate, business, or privately- owned aircraft in support of the conduct of official and representational duties must reimburse the entity providing the flight, for the fair market value of the flight. To determine the fair market value of such a flight, apply the following:

1. When the travel is via a previously or regularly scheduled flight by the corporation, business, or individual, the entity must be reimbursed based on the cost of a commercial first class flight to the nearest location served by a commercial passenger airline. If only coach rates are provided at the nearest location, the Member must reimburse the cost of a commercial coach rate.
2. When the flight is scheduled specifically for Member use, payment will be made based on the cost of an equivalent commercial chartered flight to that location.

Prior to scheduling travel provided by any corporation, business, or individual, a Member or employee must verify that the person has authority under its FAA certification to accept payment for travel as set forth above.

Government Rate Eligibility

Government rates are available to Members and employees to support the conduct of official travel.

To be eligible for Government rates when purchasing tickets for official travel, Members and employees may present:

1. The Government Travel Card; or

2. An Official Travel Authorization (OTA) coupon available from the Office of Finance. (Some airlines only allow the government rate for tickets purchased with the government travel card.)

Contact the General Services Administration (GSA) to obtain a listing of schedules and fares of the federal contract air, rail, bus carriers, car rental companies, and hotels/motels. Government rates are not available for privately-sponsored officially connected travel.

Officially Leased Vehicles

Ordinary and necessary expenses related to the lease of a vehicle in support of the conduct of official and representational duties are reimbursable.

Non-governmental use of such a vehicle may be made only when such use is:

1. During the course of and generally along the route of a day's official itinerary.
2. Incidental to the day's official and representational business.
3. De minimis in nature, frequency, and time consumed.
4. Does not otherwise constitute a significant activity or event.
5. Not for any campaign/campaign-related political party purpose.

Officially leased vehicles may not be used as a personal vehicle of the Member (except where noted above).

Leased vehicles are not to exceed \$1,000.00 in lease payments, per vehicle, in any month, excluding mobile offices.

Short-Term

Ordinary and necessary expenses related to short-term vehicle rentals (including fuel) are reimbursable. Rentals may not exceed 60 consecutive days if the rental is used by only one person.

The government discount rates offered by some rental car companies include:

1. Unlimited free mileage.
2. Collision damage waiver (CDW) at no additional cost.

Cars rented at the government rate should include the CDW. Not all rental car franchises offer the government rate with CDW included. To ensure CDW coverage, offices can make their rental car reservations through the Combined Airlines Ticket Office (CATO).

If an office does not use CATO, then the Committee recommends the following:

1. At time of the reservation, indicate that the rental is for official government use at the government rate with CDW included.
2. At the time of rental, use the Government Travel Card (or present official travel authorizations (OTA) to the rental company) and confirm that the car is being rented at a government rate with CDW included. The employee must verify that collision damage waiver is included, as simply receiving the government rate does not automatically ensure inclusion of this insurance.

Offices may obtain an Official Travel Authorization coupon from the Office of Finance.

If the government rate is unavailable, the cost of CDW is reimbursable.

Personal accident insurance (PAI), personal effects coverage (PEC), and equivalent insurance policies are not reimbursable.

If an employee on official and representational business is involved in an accident with a rental car, notify the Office of General Counsel at x59700.

Long-Term

Ordinary and necessary expenses related to a long-term rental or lease of a vehicle by a Member in the Member's District are reimbursable.

1. A Member has two leasing options:
 - A. Member may lease a vehicle for a period that does not exceed the Member's congressional term.
 - B. The Member may lease a vehicle for a period that exceeds the current Congressional term, but must submit a signed letter that acknowledges personal responsibility to fulfill any outstanding obligation stemming from such a lease in the event the Member's service to the House ends prior to the lease agreement. Such letters should be attached to the negotiated lease and submitted to the CAO Office of Administrative Counsel (217 Ford Building).
2. The Committee recommends that Members submit leases to the CAO Office of Administrative Counsel for review prior to being signed by the Member and lessor, since the Member is personally liable for payments under any lease not in compliance with House Rules and Committee regulations.
3. Termination notices should be forwarded to the CAO Office of Administrative Counsel.
4. Leases may not include a purchase option.
5. Lessor-required insurance may be reimbursed. Security deposits are not

reimbursable.

6. The Committee recommends that long-term vehicle leases begin on the first day of the month.
7. Monthly payments for a long-term vehicle lease may be made in advance.

The House will authorize disbursement of funds under the terms of the lease agreement only if the lease agreement complies with House Rules and Committee regulations. The House will not authorize disbursement of funds to make payments under the terms of the lease agreement until the CAO Office of Administrative Counsel has reviewed the lease and has signed the lease attachment.

In the event of an accident with an officially leased vehicle, Members or staff may contact the Office of the General Counsel (5-9700) for guidance related to the Federal Tort Claims Act.

Expenses

Expenses related to leased vehicles (both short-term and long-term) including but not limited to the following are reimbursable:

1. The actual monthly cost of the lease (not applicable to short-term);
2. The cost of insurance incurred pursuant to the terms of the lease (not applicable to short-term);
3. Excess mileage charges incurred pursuant to the terms of the lease;
4. Incidental operating expenses (gasoline, oil, general maintenance, etc.);
5. Wear and tear (not applicable to short-term);
6. Registration fees (not applicable to short-term);
1. And
7. Property tax during the term of the lease (not applicable to short-term).

Security deposits, termination fees, traffic violations, parking tickets, depreciation loss based on premature return, and similar fees, penalties or charges may not be reimbursed.

Global Positioning Systems

Costs for Global Positioning Systems (GPS)/ Navigational Systems in support of official and representational duties are reimbursable.

Satellite Radio Service

Costs of satellite radio service in support of official and representational are reimbursable.]

Privately-Owned/Privately-Leased Vehicles

The cost of transportation by Member or employee via a privately-owned or privately-leased vehicle while on official and representational business is reimbursable on a rate per mile basis. The maximum rates per mile are:

- Automobile: \$0.575
- Motorcycle: \$0.545
- Airplane: \$1.29

To confirm that the above represent the current applicable rates, contact the Committee on House Administration at x58281. Each Member may establish a lower reimbursement rate.

For purposes of this paragraph, "privately-owned" and "privately-leased" vehicles do not include any vehicle owned or leased by the principal campaign of a Member, a political-action committee, or a political party.

Reimbursement for use of privately-owned or privately-leased vehicles is permitted only on a rate-per-mile basis and not for fuel purchased or on any other basis.

Only mileage for use of an aircraft that is privately owned by either a Member or the Member's employee is reimbursable.

Official mileage may not be reimbursed on a campaign vehicle.

Travel Promotional Awards

Free travel, mileage, discounts, upgrades, coupons, etc., awarded at the sole discretion of a company as a promotional award may be used at the discretion of the Member or the Member's employee. The Committee encourages the official use of these travel promotional awards wherever practicable.

Vouchers and Payments

Advance Payments

There are instances in which advance payments may be required and may be paid from the MRA. All advance payments must meet all of the following criteria:

1. The vendor provides these billing options to other customers (documentation required).
2. The amount to be paid must be fixed at the time of purchase (e.g., variable

cost contracts or services are ineligible).

3. All transactions for advance payments for the next legislative year must be submitted for payment before the beginning of that legislative year.
4. The vendor may not bundle items that are eligible for advance payment with items that are not eligible.

Unless specifically authorized by the Committee, only the following advance payments are reimbursable and only to the extent they last the current term of Congress (except where noted):

1. Public information booth rental
2. Educational expenses
3. Authorized insurance premiums
4. Subscriptions for print and electronic publications (including clipping and media monitoring services of such publications)
5. Telecommunications devices or services (including Blackberry services)
6. Post-office box rentals
7. Original Equipment Manufacturers' warranties
8. Long-term automobile leases up to the end of a Member's term, when a savings to the House may be achieved as a result of the advance payment (including GPS, and satellite radio services)
9. Web and information technology services (including software license and maintenance fees) Advance payments are not allowable for custom services to be performed such as but not limited to designing or building websites.
10. District office security services
11. Correspondence management systems (one month in advance)
12. Cable television services, including digital video recording services
13. Bottled water/coffee services
14. District office recycling and trash fees, janitorial services
15. District office rent one month in advance

Any Member who is sworn into Congress midterm is the assignee of all advance payments of his or her predecessor.

Authorized Methods of Payment

Members and employees may pay official expenses with cash, check, personal credit card, debit card, the Government Travel Card and the Government Purchase Card. These expenses are vouchered and reimbursed through the Office of Finance.

Government Travel Card

The Government Travel Card is available for Member and employee use for official travel and travel-related expenses. Travel expenses incurred on this card are

directly reimbursable to Citibank with a copy of the credit card statement, an accompanying voucher, and applicable receipts.

Members and employees are reminded that the Government Travel Card is for official travel purposes only. Use of this card for any personal or non-official purchases is prohibited. The Government Travel Card may be used by the cardholder only. The cardholder may use the card to purchase travel-related services (e.g., airline tickets, hotel expenses, etc.) for other authorized travelers.

The Office of Finance will monitor the monthly delinquency report received from the vendor and alert offices of delinquencies. The Office of Finance will not intervene with the vendor in the event of a delinquency.

Government Purchase Card

The Government Purchase Card is available for Member and employee use for the purchase of goods and services obtained in support of official business (e.g., office supplies, subscriptions, training, etc.). Expenses incurred on this card are directly reimbursable to Citibank with the completion of online expense reallocation, a copy of the credit card statement, an accompanying voucher, and applicable receipts.

Members and employees are reminded that the Government Purchase Card is for official non-travel related expenses only. Use of this card for any personal or non-official purchases is prohibited.

Reimbursement and Direct Payment

Disbursements from the MRA are paid on a reimbursement basis or by direct payment (to vendors) and require:

1. The Member's signature, certifying that the expense was incurred in support of the Member's official and representational duties to the district from which he or she is elected.
2. Supporting documentation (receipt, lease, bill etc.).

Please refer to the Voucher Documentation Standards available on HouseNet.

Seeking Reimbursement: Vouchers

For information related to submitting vouchers for reimbursement, please refer to the Voucher Documentation Standards available on HouseNet.

Expired Appropriations

The Salaries and Expenses appropriation for the House of Representatives, which includes MRA funds, is withdrawn two years after the year for which the funds were originally appropriated. This occurs on September 30 of the year.

In the unlikely event an office requests reimbursement for an official and representational expense incurred during a year for which the appropriation has been withdrawn, the Office of Finance will determine if an amount sufficient to pay the expense would have been available if the appropriation had not been withdrawn. If no funds would have been available, then the expense is the personal liability of the Member.

If the expense would have been payable had it been timely submitted, notwithstanding the expired appropriation, then the expense may be paid from a currently available allowance, if available.

Tax Exempt Letters

To avoid paying unnecessary taxes, please contact the Office of the General Counsel at x59700 for tax exempt letters applicable to each state.

Congressional Organizations

General

Members of Congress may form a Congressional Member Organization (“CMO”) in order to pursue common legislative objectives.

Qualifying CMOs are eligible to establish an account to pay for employees and their expenses. Contact the Committee on House Administration for more information.

Registration

Each Congress, CMOs must register with the Committee on House Administration. Registration should be done by letter request to the Chairman of the Committee.

CMOs must provide the following information:

1. Name
2. Statement of Purpose
3. Officers of the CMO
4. Employee designated to work on issues related to the CMO

To register a CMO electronically, please visit the

Committee on House Administration Website

Membership

Members of both the House and Senate may participate in CMO, but at least one of the Officers of the CMO must be a Member of the House. The participation of Senators in a CMO does not impact the scope of authorized CMO activities in any regard.

Funding and Resources

CMOs have no separate corporate or legal identity. A CMO is not an employing authority. The MRA may not directly support a CMO as an independent entity.

A CMO may not be assigned separate office space. Neither CMOs nor individual Members may accept goods, funds, or services from private organizations or individuals to support the CMO. Members may use personal funds to support the CMO.

A Member of a CMO, in support of the objectives of that CMO, may utilize employees (including shared employees) and official resources under the control of the Member to assist the CMO in carrying out its legislative objectives, but no employees may be appointed in the name of a CMO. Business cards for individuals who work on CMO issues must list the employing authority before the name of the CMO.

CMOs may have independent web pages when no official resources are used, outside of staff time, to create and support the site.

Members may request a URL for a CMO, provided that the request complies with the CMO domain name regulations issued by the Committee on House Administration. Web pages using such a URL need not have the same design or layout as the Web site of the sponsoring Member.

Communications

CMOs may not use the Frank, nor may a Member lend his or her Frank to a CMO.

A Member may use official resources for communications related to the purpose of a CMO. Any such communications must comply with the Franking Regulations.

Members may devote a section of their official website to CMO issues.

A Member may use inside mail to communicate information related to a CMO.

Members may prepare material related to CMO issues for dissemination.

Official funds may not be used to print or pay for stationery for the CMO.

Members may refer to their membership in a CMO on their official stationery.

Congressional Staff Organizations

General

A Congressional Staff Organization (“CSO”) is an organization, a majority of whose members are House employees, that exists for the purpose of facilitating interaction among congressional staff.

Each Congress, CSOs must register with the Committee on House Administration.

At least one officer of a CSO must be an employee of the House, and all officers must be employees of the House or Senate.

A CSO should contact the Committee on Ethics at x57103 before accepting anything of monetary value from a private source.

Official Resources

Other than as specified in this section, House staff that participates in a CSO may make only incidental use of official resources for activities related to a CSO. A CSO is not an employing authority of the House and may not be assigned separate office space.

Each Congress, in order to use official resources of the House (e.g., inside mail, House Intranet, etc.), a CSO must register with the Committee on House Administration. A sponsoring Member must submit a letter, on official letterhead, to the Committee with the following information:

1. Name of the staff organization;
2. Statement of purpose of the staff organization;
3. Officers of the staff organization, including contact information;
4. Specify which of the following resources the CSO requests use of:
 - a. Inside mail
 - b. House Intranet site
 - c. House Postbox; and
5. Individuals designated to maintain web and mail services on behalf of the CSO (if applicable)

After the CSO is registered, the sponsoring Member may submit, at any time, a letter requesting access to Inside Mail, a House postbox, or a presence on the House Intranet for CSO related activities.

Modifications

Additional Changes

The Chairman of the Committee is authorized to make technical and conforming modifications to the Members Handbook, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all congressional offices by suitable means.

Resolved further, that the Chairman of the Committee on House Administration is authorized to make technical and conforming modifications to the Members' Congressional Handbook, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all congressional offices by suitable means.

The CHAIRMAN. This resolution will insert some clarifying language, as well as regulations to mirror the previous resolution our committee just adopted. Of particular note, this resolution includes a provision allowing qualifying Members to share district offices with other Members of the House. This will be approved by the Committee on a case-by-case basis.

For a few Members of the House, their congressional districts, again, share the same city or geographic area, so we think this is a commonsense addition to allow those Members, under very clear and transparent guidelines, the option to share a district office.

Mr. Brady, any statement on the resolution?

Any other member have a comment?

I actually have an amendment at the desk, and I will recognize myself.

[The information follows:]

Member Handbook

Amendment # 1 -- Offered by Mrs. Miller

Strike "The maximum rates per mile" through "Airplane: \$1.29" and replace with
"The Committee on House Administration shall set maximum mileage
reimbursement rates yearly and appropriately notify offices."

The CHAIRMAN. This amendment would change the Members' Handbook to harmonize it with current practice. The amendment changes the fixed maximum mileage reimbursement rates in the Members' Handbook and requires the Committee to issue yearly updates to the community concerning the maximum mileage reimbursement rates.

Almost every year, the GSA and the IRS change the maximum mileage reimbursement rates. If the House varies from these rates, it can have income tax consequences. Accordingly, the Committee has been issuing a "Dear Colleague" every year informing offices of the maximum rate. This amendment would adopt that practice back into our regulations.

Does any Member wish to speak on this amendment?

If not, the question is on the amendment.

I would ask for all Members who are in favor of this to signify by saying aye.

Opposed, say nay.

With that, the amendment is agreed to.

Are there any other amendments?

Then I move that the Committee adopt the Committee Resolution as amended. The question is on the motion to adopt the resolution.

All Members in favor signify by saying aye.

Opposed say nay.

In the opinion of the chair, the ayes have it, the ayes have it, the motion is agreed to.

Without objection, the motion to reconsider is laid upon the table.

I now call before the Committee our fourth agenda item, Committee Resolution 114, a Committee Resolution updating the Committee Handbook. Without objection, the first reading of the resolution is dispensed with and the resolution is considered read and open for amendment at any point.

[The information follows:]

Committee Handbook

Committee Resolution 114-__

Resolved that, the regulations of the Committee on House Administration, known collectively as “Congressional Committee Handbook,” are hereby amended as follows, superseding all prior versions:

COMMITTEE HANDBOOK

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Modifications

Introduction

Effective XXXXXXXXXXXXXXXX, the following regulations of the Committee on House Administration, collectively known as the Committees' Congressional Handbook (Handbook), govern all expenditures from Committee funds.

Committee funds are provided to pay ordinary and necessary expenses incurred by Committee Members and employees, vendors for services, and approved consultants in the United States, its territories, and possessions in support of official Committee business, in accordance with the regulations contained in this Handbook.

"Ordinary and necessary" means reasonable expenditures in support of official Committee business that are consistent with all applicable Federal laws, Rules of the House of Representatives, and regulations of the Committee on House Administration. The phrase "Committee funds" means funds made available to a Committee pursuant to primary and supplemental expense resolutions or allocated from the reserve fund.

The Handbook is compiled of regulations meant to assist Committee Chairs in determining whether expenses are reimbursable. Therefore, the Handbook contains broad descriptions of reimbursable expenses, but is not an exhaustive list of such expenses. The Handbook provides Committee Chairs with the authority and flexibility to manage the Committee's budget.

Questions about reimbursement of an expense should be directed to the Committee on House Administration at x58281 *prior to incurring the expense*.

For all questions relating to policies and procedures applicable to the acquisition, transfer, disposal, and maintenance of furnishings, equipment, software, and related services please, refer to the Guide to Outfitting and Maintaining an Office available from the Committee on House Administration.

Routine administrative, financial and non-legislative support services (e.g., equipment purchases, technology standards and services, office supplies, room reservation and set-up) are acquired through the Office of the House Chief Administrative Officer ("CAO"). For further information about the CAO's services, please refer to HouseNet, the House intranet ([https:// housenet.house.gov](https://housenet.house.gov)) or the CAO's services office, First Call, at x58000.

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General

When an expense is incurred the Committee Chair must determine the primary purpose for the expenditure. Is the primary purpose for the expenditure official or is it related to personal, campaign-related political party, campaign, or Member personal office activities? Only official expenses the primary purpose of which are official and which are incurred in accordance with the Handbook are reimbursable.

All expenditures from Committee funds are subject to the following general regulations:

1. Committee funds may only be used to support the conduct of official business of the Committee. Committee funds may not be used to defray any personal, campaign-related political party or campaign-related expenses, or expenses related to a Member's personal congressional office.
2. The Committee Chair is personally responsible for the payment of any official expenses incurred that exceeds the authorized Committee funds or is incurred but not reimbursable under these regulations.
3. No campaign resources may be used for official Committee business.
4. The Committee Chair and Members of the Committee may expend personal funds in support of official Committee business. However, a Committee Chair or a Member of the Committee may not expend personal funds to defray the Committee's franked mail allocation.
5. Unless specifically authorized by an applicable provision of federal law, House Rules, or Committee Regulations, no Member of the Committee, relative of a Committee Member, or anyone with whom a Committee Member has a professional or legal relationship may directly benefit from the expenditure of Committee funds.
6. Committee funds are available for services provided and expenses incurred from January 3 of one year through January 2 of the following year. All expenses incurred will be charged to the funds available on the date the services were provided and the expenses were incurred.
7. Committee funds are not transferable between sessions.
8. Requests to obligate prior year's funds after January 2 of the succeeding year will be considered when a Committee provides to the Committee on House Administration documentation demonstrating a bona fide intent to obligate the prior year funds during the applicable year.
9. At the beginning of a Congress, each Committee is authorized a specific amount for franked mail which may not be used for other purposes. Funds provided to Committees in the primary and supplemental expense resolutions may only be transferred into a Committee's franked mail account with prior approval from the Committee on House Administration.

10. Pursuant to 18 U.S.C. § 1913, Committee funds may not be used for certain activities in the absence of authorization by Congress. Contact the Committee on House Administration at x58281 for more information.

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Biennial Funding

Pursuant to House Rules, Standing and Select Committees of the House, excluding the Appropriations Committee, are funded on a biennial basis. At the beginning of each Congress, each Committee must submit a budget request to the Committee on House Administration and introduce a primary expense resolution providing funds for the Committee's activities for each session of that Congress.

The Committee on House Administration will provide each Committee with forms and instructions for drafting a budget request and an expense resolution.

Once an expense resolution is introduced, the Chair of the Committee requesting funds must submit one hard copy of the budget request with supporting documentation to the Committee on House Administration for consideration.

The Chair and Ranking Minority Member of each Committee will be invited to testify before the Committee on House Administration on behalf of the Committee's budget request.

House Rule X, clause 7, provides for interim funding of Committees for the period beginning on January 3 and ending at midnight on March 31 or the adoption of a Committee funding resolution, whichever is earlier, in each odd-numbered year. For each month during that period, Committees are entitled to 9 percent (or such lesser percentage as may be determined by the Committee on House Administration) of the total annualized amount made available under expense resolution for such Committees in the preceding session. These amounts, however, may vary if the House acts differently.

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Disbursements and Disclosure

Disbursements from Committee funds are made on a reimbursement or direct payment basis that requires, at a minimum, specific documentation and Committee Chair certification as to accuracy and compliance with applicable federal laws, House Rules and Committee on House Administration regulations. Please refer to Voucher Documentation Standards approved by the Committee on House Administration.

Reimbursement and payments from Committee funds may be made only to Members, employees of the Committee, consultants, detailing Government agencies, witnesses or vendors providing services to support the operation of the Committee.

The Finance Office will make available to each Committee monthly financial statements showing the year-to-date expenditures and obligated amounts. The

quarterly expenditures reflected in these statements are compiled and published as the Quarterly Statement of Disbursements, which is a public document.

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Monthly Reports

Each Committee must submit to the Committee on House Administration, by the 18th of each month, an original and one copy of a report signed by the Committee Chair on the activities of the Committee during the preceding month. The monthly report must include the following:

- a. Summary of the progress of the specific investigations and studies for which funds were approved.
- b. Statement of expenses for the month and year to date. Committees must reconcile their figures with the Monthly Financial Statement prior to submitting the monthly reports.
- c. Report of travel performed using Committee funds.
- d. List of Committee employees, job titles and gross monthly salaries (a copy of the monthly Payroll Certification Form is acceptable).
- e. Certification by the Chair of the reporting Committee that the report is available to Members of the Committee for examination.
- f. A list of all Committee detailees with each detailee's effective start and end date of detail at the Committee.

The Committee on House Administration may inform Committees of additional requirements for inclusion.

Monthly reports for each Committee will be available for public inspection at the Committee on House Administration and available on the Committee's website.

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Reserve Fund

Pursuant to House Rule X, clause 6(a), "a primary expense resolution may include a reserve fund for unanticipated expenses of Committees. An amount from such a reserve fund may be allocated to a Committee only by approval of the Committee on House Administration."

Contact the Committee on House Administration for information on requesting an allocation from the reserve fund.

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Committee Activities Report

House Rule XI, clause 1(d)(1) requires that every Committee "submit to the House not later than January 2 of each odd-numbered year a report on the activities of that Committee."

Contact the Committee on House Administration for information on submitting the Committee activities report.

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Committee Staff, Consultants, and Detailees

General

The Committee Chair determines the terms and conditions of employment for Committee staff. These terms and conditions must be consistent with applicable federal laws and House Rules.

1. Personnel actions affecting employment positions in the House of Representatives must be free from discrimination based on race, color, national origin, religion, sex, marital status, parental status, military status, disability or age.
2. Pursuant to House Rule XXIII, clause 8(a), a Committee may not retain an employee on the Committee's payroll who does not perform duties commensurate with the employee's compensation.
3. Annual rates of pay may not exceed the amount specified in the Speaker's Pay Order. Contact the Office of Payroll and Benefits at x51435 for information regarding the Speaker's Pay Order.
4. Total compensation in any month including any lump sum and regular pay, student loan program payments, (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order.
5. Retroactive pay adjustments are not authorized.
6. Government contributions to retirement, life insurance, Thrift Savings Plan, transit benefits, Student Loan Repayment Program and health benefits programs are not charged to Committee funds.
7. The Speaker sets a staff ceiling for each Committee which may not be exceeded unless specifically authorized by the Speaker.
8. Each month, Committees receive a Payroll Certification Form from the Office of Payroll and Benefits that lists the annual pay and gross pay earned for each employee. At the time of the appointment or termination of a relative of a current Member of Congress or if a current employee becomes a relative, the nature of the relationship to the Member must be noted on the Payroll Certification Form. The Chair must certify the information and return the form to the Office of Payroll and Benefits no later than the 15th day of the month. Contact the Office of Payroll and Benefits at x51435 for payroll forms.

The term "employee" means an individual appointed to a position of employment in the House of Representatives by an authorized employing authority including

individuals receiving pay disbursed by the CAO and individuals in a Leave Without Pay or furlough status.

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Contractors

Committees may contract with firms or individuals only for general, non-legislative and non-financial office services (e.g., equipment maintenance, systems integration, data entry, staff training) for a specified limited period not to exceed a Congress. Such contracts are reimbursable. Contractors are not employees of the House and are ineligible for Government-provided benefits.

Contractors do not count against a Committee's staff ceiling.

Committees are advised to consult the Committee on House Administration when entering into such contracts.

See [Consultants \(17\)](#), [Educational Expenses \(30\)](#), [Interpreting and Translation Services \(37\)](#), [Temporary Agencies \(8\)](#) and [Websites \(24\)](#).

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Detailees

Pursuant to 2 U.S.C. § 4301(f) a Committee may acquire on loan, with the prior written authorization of the Committee on House Administration, experts or other personnel from a Government department or agency.

1. The Committee Chair must submit a letter to the Committee on House Administration requesting approval of the detailing agreement. The request must include the following:
 - a. Letter from the Committee Chair to the head of the particular Government department or agency explaining the need for the detail, the estimated period of the assignment, and the terms of reimbursement, if any, of the detail.
 - b. Written response from the Government department or agency agreeing to the detail request.
 - c. Resume of the candidate for detailee position.
2. Detailing agreements may not exceed a 12-month period or the end of a Congress, whichever occurs first.
3. Committees are not required to reimburse for detailees.
4. Detailees remain employees of the detailing department or agency, and are not employees of the House. Therefore, any travel by detailees will be undertaken pursuant to the authority of the detailing department or agency. Reimbursement of travel to the department or agency is subject to the detailing agreement.

5. The number of detailees per Committee may not exceed 10% of the host Committee's permanent staff ceiling. (All decimals will be rounded down to the lowest whole number, e.g. 5.9 is rounded down to 5).
6. Personnel from the Congressional Research Service (CRS) may only be detailed to accompany an official Committee delegation in the conduct of official Committee business. CRS staff may only serve in a technical, nonpartisan capacity, and all travel costs are the responsibility of the Committee.
7. Pursuant to 31 U.S.C. § 734, the Comptroller General may assign or detail an officer or employee of the General Accounting Office to full-time continuous duty with a Committee of Congress for not more than one year.
8. Detailees may not use or obtain business cards or other materials purchased using Committee funds.

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Federal Civilian Annuitants

If a Committee employs a federal civilian annuitant, the amount of the annual annuity, when added to the annual rate of pay at which the employee is to be paid by the Committee, may not exceed the highest rate of basic pay as authorized by the Speaker's Pay Order. The combined total of the federal civilian annuity and the amount of the salary will be charged to the Committee.

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Fellows

The term "fellow" means an individual performing service in a House office on a temporary basis as part of an established mid-career education program while continuing to receive the usual compensation from his or her sponsoring employer.

Committee's may accept the services of fellows in accordance with all applicable federal law.

Fellows do not count against the Committee's employee ceiling.

Fellows may not be reimbursed from House-appropriated funds. Outside of using existing office resources, if a fellow incurs an expense as a result of work performed for the Committee, the fellow may either be reimbursed by the fellow's sponsoring entity or the Chair may use personal funds as authorized under House Rules.

The use of fellows is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103 for more information.

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Interns

Interns, paid or unpaid, must perform services for the Committee on a temporary basis as part of an educational plan. Examples of an educational plan include, but are not limited to, participation in the Intern Lecture Series, attendance at

Committee hearings, or attendance at CRS internship training programs. Committee Chairs are responsible for ensuring that the activities of the Committee's interns are consistent with these requirements.

Paid interns may work for no more than 120 calendar days in a 12-month period per employing authority and are not employees for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act.

Paid interns count against a Committee's staff ceiling if appointed at an annual rate of pay equal to or exceeding the gross annual rate (\$21,600) of intern pay established by the Committee on House Administration. For the current applicable rate, contact the Committee on House Administration at x58281.

Any Committee interested in employing a foreign national as an intern should contact the Office of General Counsel at x59700.

The use of unpaid interns is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103 for more information.

Paid Committee interns are eligible for the following benefits:

1. Federal Employees' Retirement System
2. Federal life insurance
3. Federal health insurance
4. Thrift Savings Plan
5. Transit Benefits

Unpaid interns are not eligible for these benefits.

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Replacement Employees

A Committee may hire a replacement for an employee on leave as may be made necessary by applicable law (e.g., Family Medical Leave Act, military service, jury duty, response to court order). The employee on leave continues to count against the Committee's staff ceiling. The replacement employee does not count against the Committee's staff ceiling.

The Committee Chair must certify in a letter accompanying the Payroll Authorization Form for the replacement employee the following:

- a. Name and job title of permanent employee
- b. Permanent employee leave status (e.g., FMLA, military service, jury duty)
- c. Permanent employee leave period
- d. Statement that the replacement employee will perform job duties of the employee on leave

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Shared Employees

The term “shared employee” means an employee who is paid by more than one employing authority of the House of Representatives.

1. Two or more employing authorities of the House may employ an individual.
2. Subject to telecommuting policies, such shared employees must work out of the office of an employing authority, but are not required to work in the office of each employing authority. The pay from each employing authority shall reflect the duties actually performed for each employing authority. The name, title, and pay of such an individual will appear on each employing authority’s Payroll Certification. Such employees may not receive pay totaling more than the highest rate of basic pay in the Speaker’s Pay Order applicable to the positions they occupy.
3. Employees may not be shared between a Member or Committee office and the office of an Officer of the House if the employee, in the course of duties for an Officer, has access to the financial information, payroll information, equipment account information, or information systems of Member, Committee, or Leadership offices.
4. Each House employee who, during any pay period, is simultaneously employed by three or more House employing authorities is required to inform each employing authority in writing of the employee’s employment status and any change in employment status with other employing authorities.
5. Each House employee who, during any pay period, is simultaneously employed by three or more House employing authorities is required to file with the Office of Finance a signed Acknowledgment of Receipt and Understanding of Shared Employee Manual and Certification of Continued Compliance upon becoming simultaneously employed by three or more employing authorities.
6. Pursuant to 5 U.S.C app. § 101 et seq., each House employee who is simultaneously employed by three or more House employing authorities for more than 60 days during a calendar year must file a Financial Disclosure Statement by May 15 of each year. If an employee does not trigger the reporting requirements of the Ethics in Government Act by their salary amount, the employee need not file periodic transaction reports.
7. Any House employee engaged in any outside employment or business activity may not directly, or indirectly through such outside employment or business activity, sell, lease, or otherwise provide any goods or assets to any House office or entity.

See General (6) and Dual Compensation (9).

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Temporary Agencies

Ordinary and necessary expenses related to services provided by an individual employed by a temporary agency are reimbursable, if the following conditions are met:

1. Payment for such services is commensurate with the official duties performed by the individual.
2. Such an individual remains an employee of the agency and is not eligible for pay, benefits, rights, or privileges available to House employees.

Such individuals count against the Committee's staff ceiling, unless the purpose of the individual is to serve as a replacement employee.

See [Replacement Employees \(7\)](#).

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Volunteers

The term "volunteer" means an individual performing service in a House office without compensation from any source.

The voluntary service should be of significant educational benefit to the participant and such voluntary assistance should not supplant the normal and regular duties of paid employees.

Volunteers should be required to agree, in advance and in writing, to serve without compensation. (31 USC § 1342 & Comp. Gen. Op. B69907)

Volunteers do not count against the Committee's employee ceiling.

The use of volunteers is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103 for more information.

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Payroll

General

1. Committees are responsible for adhering to the minimum wage provisions of the Fair Labor Standards Act. For the current applicable rate, contact the Office of Payroll and Benefits at x51435.
 - o Interns are not employees for the purpose of compliance with minimum wage and overtime provisions of the Fair Labor Standards Act.
2. The maximum gross annual rates of pay for employees in a Committee office are established by the Speaker's Pay Order. For the current applicable dual compensation rate, contact the Office of Payroll and Benefits at x51435.
3. The monthly payroll is based on a 30-day period. Payment is made on the last business day of the month.
4. Each month, Committees will receive a Payroll Certification Form from Human Resources that lists the annual salary and gross pay earned for each Committee

employee. The Committee Chair must certify the information and return the form to the Office of Payroll and Benefits no later than the 15th day of the month. If an employee is a relative of a current Member of Congress, the nature of the relationship must be noted on the Payroll Certification Form.

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Appointment

The official appointment of each employee requires the Chairman's signature on the Payroll Authorization Form (PAF). When hiring new staff to the U.S. House of Representatives, all personnel appointment Payroll Authorization Forms (PAFs), along with the completed appointment package, must be submitted to the Office of Payroll and Benefits no less than two business days prior to the effective date of hire. Completed appointment packages include the Appointment PAF, employment eligibility documents (U.S. Citizen and Non-U.S. Citizen Requirements), Form I-9, Direct Deposit, W4, TSP-1 enrollment form, and Oath of Office.

Subsequent payroll transactions (changing from one Committee to another, pay adjustments, title changes, furlough status, terminations, etc.) must also be made on the appropriate PAF or payroll form with the Chairman's signature. PAFs and payroll forms are due to the Office of Payroll and Benefits by the 15th day of the month in which the adjustment is effective to be included in the monthly regular payroll cycle, which is paid on the last business day of the month. PAFs and forms not submitted by the 15th of the month must be received by the Office of Payroll and Benefits no later than the last business day of the month in which the payroll transaction is effective. These transactions submitted after the 15th will be processed in the off-cycle payroll.

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Dual Compensation

The aggregate gross annual salary of an employee receiving payment from the House who is also receiving payment from the U.S. Senate, Architect of the Capitol, or any other department or agency of the U.S. Government, may not exceed the gross annual rate established by 5 U.S.C. § 5533. For the current applicable dual compensation rate, contact the Office of Payroll and Benefits at x51435.

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Lump Sum Payments

Pursuant to 2 U.S.C. §4537, a Committee Chair may authorize lump sum payments to employees of the Committee.

1. Payments must be consistent with House Rule XXIII, clause 8(a), which requires that employees perform official duties commensurate with the compensation received. Employees may not be compensated from public funds to perform non-official, personal, campaign-related political party or campaign activities on behalf of the Member, the employee or anyone else.

2. Lump sum payments may not exceed the monthly pay of the employee receiving the lump sum payment.
3. Lump sum payments may be for services performed during more than one month.
4. Total compensation in any one month, including lump sum payments, regular pay, and student loan program payments may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order.
5. Committee Chairs may provide lump sum payments for accrued annual leave only if such leave was accrued in accordance with written personnel policies established prior to the accrual of such leave.
6. Lump sum payments are considered as part of "rate of pay" under the Speaker's Pay Order.
7. Lump sum payments are considered "supplemental wages" for taxation.
8. Lump sum payments are not considered as part of "basic pay" for calculating Thrift Savings Plan, life insurance, and federal pensions.
9. Contact the Committee on Ethics x57103 for information on the treatment of lump sum payments with regard to financial disclosure, post-employment restrictions, and outside earned income limitations.
10. Lump Sum Payments will be disclosed separately in the Quarterly Statement of Disbursements.

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Outside Earned Income

Members and employees receiving basic pay at a rate equal to or greater than 120 percent of the minimum basic pay for GS-15 for at least 90 days in a calendar year are subject to the outside earned income limitation established by 5 U.S.C. app 4 § 501 (a)(1) and House Rule 25, cl. 1 (a)(1).

For the current applicable rate of basic pay, the amount of the limit and application of the House Rule, contact the Committee on Ethics at x57103.

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Overtime Wage Rate Compensation

Employees who are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act ("non-exempt") must be compensated at a rate of time-and-a half for all hours worked in excess of 40 hours during any work week, either in pay or in time-off during the same pay period. Overtime wage sheets must be received by no later than the 15th day of the month by the Office of Payroll and Benefits following the month in which overtime wages were earned.

Contact Payroll and Benefits at x51435 for the appropriate forms.

Contact the Office of House Employment Counsel at x57075 for assistance in establishing overtime and time-off policies.

See [Employment Law \(11\)](#).

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Pay Adjustments

The Committee Chair may adjust, in any month, an employee's pay to reflect exceptional, meritorious, or less than satisfactory service.

Such adjustments must be received by the Office of Payroll and Benefits on or before the 15th day of the month in which the adjustment is effective to ensure the adjustment is processed that month.

Retroactive pay adjustments are not authorized.

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Financial Disclosure

Members and employees receiving basic pay at a rate equal to or greater than 120 percent of the minimum pay for GS-15 for at least 60 days during any calendar year must file a Financial Disclosure Statement upon appointment, termination, and annually on May 15th.

Ordinary and necessary expenses incurred by employees, in support of the filing of reports consistent with the provisions of the Ethics in Government Act and the STOCK Act, are reimbursable at the discretion of the Chair of the Committee.

Contact the Committee on Ethics at x57103 for guidance concerning the current applicable rate of pay and other information regarding Financial Disclosure requirements.

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Terminations

Terminations must be made on a Payroll Authorization Form and submitted to the Office of Payroll and Benefits as soon as the date of termination is known. If the termination notice is received by the Office of Payroll and Benefits after the 15th day of the month during which the termination becomes effective, the payroll for that month may have already been processed.

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Employment Law

Congressional Accountability Act

Pursuant to the Congressional Accountability Act of 1995 ("CAA"), the following civil rights, labor, and workplace safety laws are applicable to House employing offices:

1. The Fair Labor Standards Act of 1938;

2. Title VII of the Civil Rights Act of 1964;
3. The Americans with Disabilities Act of 1990;
4. The Age Discrimination in Employment Act of 1967;
5. The Family and Medical Leave Act of 1993;
6. The Employee Polygraph Protection Act of 1988;
7. The Worker Adjustment and Retraining Notification Act;
8. The Rehabilitation Act of 1973;
9. The Uniformed Services Employment and Reemployment Rights Act of 1994;
10. Certain provisions of the Federal Service Labor-Management Relations Statute;
11. The public service and accommodations provisions of the Americans with Disabilities Act;
12. The Occupational Safety and Health Act of 1970; and
13. The Genetic Information Nondiscrimination Act of 2008.

The Office of Compliance has published the CAA Handbook, which is available from the Office of Compliance's website, or at Room LA-200, John Adams Building, Library of Congress, Washington, DC 20540-1999, (202) 724-9250. The Office of Compliance also provides materials that employing offices can use to notify employees of their rights and protections under the CAA.

A Model Employee Handbook providing sample office policies to assist in developing an organization that complies with applicable laws and House Rules is available on HouseNet.

The Office of House Employment Counsel is available to provide advice and guidance on employment matters generally, and on establishing office policies consistent with the CAA. The Office of the House Employment Counsel can be reached at x57075.

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Nepotism

A public official may not appoint, employ, promote, advance or advocate for appointment, employment, promotion, or advancement in or to a position in the office in which that public official is serving or over which that public official exercises jurisdiction or control any individual who is a relative of that public official. Pursuant to 5 U.S.C. § 3110, the term "public official" includes a Member, an employee, and any other individual who has authority, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals, or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in an office.

Every employee must certify a relationship to any Member of Congress on a certificate of relationship form available from the Office of Payroll and Benefits. If, at any time, the relationship of an employee to any current Member of Congress changes the employee must file an amended certificate of relationship form with the employing office. Contact the Office of Payroll and Benefits at x51435 for such forms.

Individuals with the following relationship to the Member may not be employed by the Chair or Ranking minority Member of a Committee:

- Aunt;
- Brother;
- Brother-in-law;
- Daughter;
- Daughter-in-law;
- Father;
- Father-in-law;
- First cousin;
- Granddaughter ;
- Grandson;
- Half-brother;
- Half-sister;
- Husband;
- Mother;
- Mother-in-law;
- Nephew;
- Niece;
- Sister;
- Sister-in-law;
- Son;
- Son-in-law;
- Stepbrother;
- Stepdaughter;
- Stepfather;
- Stepmother;

- Stepsister;
- Stepson;
- Uncle; and
- Wife.

If a House employee becomes related to the Chair or Ranking minority Member of a Committee or any of its Subcommittees (by marriage), the employee may remain on the Member's personal or Committee payroll. Similarly, if a Chair or Ranking minority Member of a Committee or any of its Subcommittees becomes the employing authority of a relative who was hired by someone else (e.g., the Member ascends to the Chairmanship of a Committee or Subcommittee for which the relative is already working), the relative may remain on the payroll. However, the Chair or Ranking minority Member of a Committee or any of its Subcommittees may not then give that individual further promotions or raises, other than cost-of-living or other across-the-board adjustments.

The anti-nepotism statute does not prohibit a Chair or Ranking minority Member of a Committee or any of its Subcommittees from employing two individuals who are related to each other but not to the Chair or Ranking minority Member. Contact the Committee on Ethics at x57103 for further information.

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Non-Disclosure Oath

House Rule XXIII, clause 13, requires Members and employees to execute an oath of non-disclosure before having access to classified information.

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Post-Employment Restriction

Members and employees paid at a rate equal to or greater than 75 percent of the basic rate of pay of a Member for at least 60 days in the one-year period preceding termination are subject to post-employment restrictions. For the current applicable rate and information regarding the applicable restrictions, contact the Committee on Ethics at x57103.

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Working from Home due to a Disability

Pursuant to the Americans with Disabilities Act ("ADA"), a Committee Chair is permitted to reasonably accommodate a qualified employee with a disability by allowing the employee to work from home if doing so is consistent with the Committee's operational needs. As a condition of such a request, the Member may require certification from a physician of the need for such accommodation. For questions concerning compliance with the ADA, contact the Office of House Employment Counsel at x57075.

See [Congressional Accountability Act \(11\)](#)

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Telecommuting

Ordinary and necessary expenses incurred in compliance with the Committee on House Administration telecommuting policy are reimbursable. Offices may obtain a copy of the Telecommuting policy and agreement from the Committee's website at (<http://www.house.gov/cha/publications/publications.html>).

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Leave

The Committee Chair determines the terms and conditions of employment, including provisions for leave (e.g., Annual, Administrative, and Sick) consistent with applicable Federal laws and House Rules. Contact the Office of House Employment Counsel at x57075 for information about model leave policies.

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Family and Medical Leave (FMLA)

Pursuant to the Family and Medical Leave Act ("FMLA"), a person employed by a Congressional office for at least one year and for a total of at least 1,250 hours during the previous 12-month period is entitled to up to a total of 12 weeks of unpaid leave during any 12-month period for the following family and medical reasons:

1. For the birth of a child and to care for the newborn child; or
2. To adopt a child or to receive a child in foster care; or
3. To care for a spouse, son, daughter, or parent who has a serious health condition; or
4. For the employee's own serious health condition which makes the employee unable to perform the functions of his or her job; or
5. Because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on covered duty (or has been notified of an impending call or order to active duty) in the Armed Forces; or
6. To take care of an injured covered service member for up to 26 weeks during a single 12-month period.

Employees on Family and Medical Leave remain eligible for all benefits. Please contact OHEC at x57075 with questions concerning FMLA leave.

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Furlough

Furlough is an absence without pay initiated by the Committee Chair. Placement in furlough status is at the discretion of the Committee Chair, unless a statute otherwise requires placement in such status.

1. To be eligible for appointment to furlough status at the discretion of the Committee Chair, an employee must have been employed by the Committee Chair for the entire month prior to the effective date of furlough status.
2. An employee placed in a furlough status continues to fill an employee position. The name of such employees will be listed on the monthly payroll certification forms.
3. Continuation of employee benefits while in a furlough status:
 - a. Health benefits enrollment and coverage may be continued for up to 12 months. However, to maintain such enrollment and coverage, an employee placed in a furlough status is responsible for the payment of the employee's portion of the insurance premium for the time period of the furlough status, either by direct payment or by incurring a debt to the House. Employees should contact the Office of Payroll and Benefits for more information at x51435.
 - b. Life insurance continues for up to 12 months without employee contribution.
 - c. Retirement coverage continues without employee contribution. Up to 6 months in a calendar year is credited for service in the annuity computation, while in furlough status.
 - d. The placement of an employee in a furlough status must be made on the appropriate form provided by the Office of Payroll and Benefits and received on or before the 15th day of the month in which the furlough status is to be effective. Contact the Office of Payroll and Benefits at x51435 for such forms.

Contact the Office of Payroll and Benefits at x51435 for information on employee benefits while on furlough.

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Jury and Witness Duty

Under 2 U.S.C. § 4503, the pay of an employee shall not be reduced during a period of absence with respect to which the employee is summoned as a juror; or as a witness on behalf of any party in connection with any judicial proceeding to which the United States or a state or local government is a party.

An employee may not receive fees for service as juror in a court of the United States or the District of Columbia; or as a witness on behalf of the United States or the District of Columbia. If an employee receives an amount (other than travel

expenses) for service as a juror or witness in such a court, the employee must remit such amount to the Office of Finance for deposit in the general fund of the Treasury.

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Leave Without Pay (LWOP)

LWOP is an absence without pay initiated by the employee subject to the approval of the Committee Chair, unless statute otherwise requires placement in such leave status.

- 1) To be eligible an employee must have been employed by the Committee for the entire month prior to the effective date of the LWOP status.
- 2) As a basic condition for approval of LWOP status, there should be a reasonable assurance that the employee will return to duty at the end of the LWOP period. Committee Chairs are encouraged to contact the Committee on Ethics at x57103 prior to approving a LWOP status request to confirm that no conflict of interest issues exist.
- 3) LWOP status should be requested in advance of the period of absence.
- 4) LWOP status may not exceed 12 months in a 24-month period.
- 5) When an employee has been appointed to LWOP status, he or she continues to fill a payroll position. The name of such employees will be listed on the monthly Payroll Certification Form.
- 6) Continuation of Employee Benefits while on LWOP status:
 - a) Health benefits enrollment and coverage may be continued for up to 12 months. However, to maintain such enrollment and coverage, an employee placed in LWOP status is responsible for the payment of the employee's portion of the insurance premium for the period of the LWOP status, either by direct payment or by incurring a debt to the House.
 - b) Life insurance coverage continues for up to 12 months without employee contribution.
 - c) Retirement coverage continues without contribution. Up to 6 months in a calendar year is credited for service in the annuity computation.
- 7) The placement of an employee on LWOP status must be made on the Payroll Authorization Form and received no later than the 15th day of the month in which the placement is to be effective.

Contact the Office of Payroll and Benefits at x51435 for more information on LWOP.

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Military Leave

Under 5 U.S.C. § 6323, an employee in the National Guard or Reserves is entitled to up to 15 days of paid military leave per fiscal year for active duty, as well as for other qualifying purposes (such as inactive-duty training). Employees are also entitled to 22 days of paid leave per calendar year, offset by the employee's military salary, for performing military services as defined in that statute. In addition, under 5 U.S.C. §5538, an employee called to active duty in the uniformed services in support of a contingency operation, as defined under 10 U.S.C. §101(a)(13)(B), is entitled to up to five years of paid leave offset by the employee's military salary. Please contact the Office of House Employment Counsel at x57075 for additional information on the rights, benefits, and obligations of individuals absent from employment for service in a uniformed service.

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Consultants

Pursuant to 2 U.S.C. § 4301, each Committee is authorized, with the prior approval of the Committee on House Administration, to obtain temporary or intermittent services of individual consultants or organizations, to advise the Committee with respect to matters within its jurisdiction.

1. The term of the contract agreement may not exceed 12 months or the end of a Congress, whichever occurs first.
2. The consultant is to act as an independent contractor and is not an employee of the Committee. The Committee on House Administration will not approve a contract if the services to be provided by the consultant are the regular and normal duties of Committee staff.
3. Individual contract agreements may not exceed the per diem equivalent of the highest gross rate of compensation that may be paid to a regular employee of the Committee.
4. If the consultant receives federal retirement benefits during the term of the contract, the sum of all money paid to that consultant plus the federal retirement benefits for the calendar year may not exceed the Speaker's Pay Order.
5. A consultant may be reimbursed for the cost of transportation and travel-related expenses in accordance with the rates and regulations established for Members and employees of the Committee. Consultants may travel at the government rate when traveling on official Committee business.
6. Pursuant to House Rule XXIII, clause 18(b), consultants are subject to certain provisions of the House Code of Official Conduct, including the gift rule, the prohibition against use of one's official position for private gain, and the requirement to conduct oneself at all times in a manner that reflects creditably on the House. For information relative to the House Rules, contact the Committee on Ethics at x57103.

7. Committee Chair must submit a letter requesting approval of the Committee on House Administration along with a signed contract agreement and resume of the proposed consultant, including, but not limited to, details of federal service either as an employee or pursuant to contract agreement with any Committee of the Congress.
8. The letter must specify that the proposed contract has been approved by a majority of the Members of the requesting Committee and that no services pursuant to the proposed contract will commence prior to approval of the contract by the Committee on House Administration.

The Committee on House Administration will make available for public inspection a copy of the qualifications of each consultant.

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Communications

Advertisements

General

Ordinary and necessary expenses related only to the following advertisements are reimbursable:

- a. Notice of committee employee and internship openings
- b. Notice of official committee events (i.e., forums, field hearings)
- c. Notice of address, location, and contact information (including web presence), email

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Content

Qualifying advertisement content:

- a. May not include the name, picture or likeness of any Member of the Committee.
- b. May not include issue advocacy material.
- c. May not include extraneous content unrelated to the purpose of the advertisement as listed in “General” section above.
- d. Notice of official Committee events may contain a brief description not to exceed one sentence about the topic of the meeting. No further issue related content is permissible.
- e. Television advertisements may only be used to announce an official Committee event (i.e. field hearing, forum) and may contain only text and voiceover.
- f. Radio advertisements may only be used to announce an official Committee event (i.e. field hearing, forum).
- g. Internet advertisements may link to a secondary page that contains only content related to the category of qualifying advertisement.

Advertisements must receive an Advisory Opinion from the Commission on Congressional Mailing Standards (Franking Commission). Contact the Franking Commission at x59337.

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Disclosure

Committees must disclose, within the text of a television, radio and internet advertisement, the source of payment for the official advertisements. Committees may use any of the following:

- a. "Paid for with official funds from the Committee on [committee name]."
- b. "Paid for by funds authorized by the House of Representatives for the Committee on [committee name]."
- c. "Paid for by official funds authorized by the House of Representatives."

Certain internet advertisements may not require a disclaimer when there is a limitation on space or content consistent with the small items exemption applied by the FEC (e.g., search word ads, "like" ads on Facebook, promoted Tweets, etc.).

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Booths

Ordinary and necessary expenses associated with renting or outfitting a booth to provide public information directly related to official Committee business is reimbursable.

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Electronic Communications

Ordinary and necessary expenses related to the distribution of electronic communications (e.g., the Internet, fax machines, email, robo-calls, etc.) are reimbursable.

The Chairman or other Member of the Committee authorized to use electronic communications may not distribute an unsolicited communications that is sent to 500 or more recipients into any congressional district fewer than 90 days before an election where the Member representing that district is subject to the pre-election prohibition on mass mailings pursuant to 39 U.S.C. § 3210 (a) (6) (A), except that this restriction does not apply to communications:

- a. In direct response to a communication from a person to whom the matter is sent.
- b. From a Member of Congress to other Members of Congress or to federal, state, or local government officials.
- c. Of a news release to the communications media
- d. Of email sent to individuals who have taken a willful action to subscribe to Committee's email list. The Committee must notify individuals who subscribe to email updates that the individual is authorizing the Committee to send regular

email updates from the Committee office to the individual's email account. All email updates to subscribers must contain an option that enables the individual to unsubscribe from the email list.

Content of communications:

- a. Must be in compliance with federal law House Rules and Regulations applicable to official communications and germane to the conduct of official Committee business.
- b. May not include personal (outside of incidental references), political party (except for political affiliations), or campaign information.
- c. May not include grassroots lobbying or solicit support for a Member's position.
- d. May not generate, circulate, solicit, or encourage the signing of petitions.
- e. May not include any advertisement for any private individual, firm or corporation, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service, charity, or organization.

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Franked Mail

Use of the Frank

1. Pursuant to 39 U.S.C. § 3210, committees are entitled to the privilege of sending mail as Franked mail in order to assist and expedite the conduct of official Committee business. The content of Committee mail must relate to the normal business of the Committee. For information regarding the use of the Frank, refer to the Regulations on the Use of the Congressional Frank.
2. The Chairman or other Member of the Committee authorized to use franked mail shall, before making any mass mailing submit a sample or description of the mail matter to the House Commission on Congressional Mailing Standards for an advisory opinion on the frankability of such mail matter.
3. The Chairman or other Member of the Committee authorized to use franked mail may not distribute a mass mailing into any congressional district fewer than 90 days before an election where the Member representing that district is subject to the pre-election prohibition on mass mailings pursuant to 39 U.S.C. § 3210 (a) (6) (A).
4. Mass mailing is defined in 39 U.S.C. § 3210 (a) (6) (E) as any mailing of newsletter or other pieces of mail with substantially identical content (whether such mail is deposited singly or in bulk, or at the same time or different times), totaling more than 500 pieces in a session of Congress except that such term does not include any mailing:
 - a. Of matter in direct response to a communication from a person to whom the matter is sent;

- b. From a Member of Congress to other Members of Congress or to federal, state, or local government officials; or
 - c. Of a news release to the communications media.
5. At the request of the Committee Chair, a separate mail accounting system can be provided to the minority of the Committee.
 6. Mail to be delivered outside the United States, its territories and possessions (other than mail matter bearing an APO or FPO address for delivery through the United States military mail system) is not eligible for distribution under the Frank and may be sent with stamps. In applicable circumstances, the Committee may also use the following:
 - a. For official mail to U.S. Embassies and missions abroad, the Department of State provides diplomatic pouch service. For information regarding this service, contact House Postal Operations at x63764.
 - b. Committee hearings, reports and prints which are not available for purchase from the Government Publishing Office, and which are to be sent to foreign countries, may be sent to the Library of Congress for forwarding through the Exchange and Gifts Division. For further information regarding this program, contact the Library of Congress, Exchange and Gifts Division at x75243.

Contact the Franking Commission at x59337 for additional information.

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Franked Mail Monthly Statement

Each month the United States Postal Service (USPS) will prepare an USPS Franked Mail Monthly Statement listing the postage expenses of all Franked mail incurred in that month. The USPS will forward this statement directly to Postal Operations for payment from the Committee's franked mail allocation and will provide an informational copy to Committees.

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Inside Mail

1. Inside Mail is a delivery service for the transmittal of interoffice communications provided by House Postal Operations, pursuant to the regulations established by the Committee on House Administration. Inside mail service is available among offices in the Capitol, the House and Senate Office Buildings, the Library of Congress, the White House, the State Department, and the Social Security Administration.
2. Inside mail is provided to support the conduct of the official business of Members, Committees, Officers of the House, and Congressional Staff Organizations.

3. Inside mail service may not be used to circulate letters which are personal or campaign-related, or which constitute commercial advertising except when postage is paid for with personal expenses.
4. All mail to be delivered via inside mail should be clearly marked Inside Mail and should be deposited in an Inside Mailbox.
5. Authorized items for circulation of inside mail include:
 - a. A Dear Colleague or similar correspondence relating to the official and representational business of the Member. This correspondence must be on official letterhead and signed by the Member of the Committee.
 - b. A position paper, report, legislative analysis, or any material published or produced by another individual or organization that a Member wishes to circulate. This correspondence must be accompanied by a signed cover letter on official letterhead. A copy of the cover letter must be attached to each item to be distributed.
 - c. Franked mail.
 - d. Stamped mail.
 - e. Mail for which a delivery fee has been paid.
 - f. Mail in a reusable blue U.S. House of Representatives Inside Mail envelope.
 - g. Mail produced by Congressional Staff Organizations registered with the Committee on House Administration.

Dear Colleague letters and similar correspondence must be transmitted to House Postal Operations, in the appropriate quantity, with a cover letter signed by the Member, indicating to whom the mailing should be distributed. For information regarding these procedures, contact House Postal Operations at x63764.

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Postal Expenses

Ordinary and necessary expenses incurred only when the Frank is insufficient, such as certified, registered, insured, express, foreign mail, and stamped, self-addressed envelopes related to the recovery of official items, are reimbursable. Postage may not be used in lieu of the Frank. Such mailings must be in compliance with the Franking Regulations.

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Printing and Production of Committee Publications

The Office of Congressional Publishing Services, Government Publishing Office (GPO), offers Committees a wide array of support for preparation of their official publications and other documents for GPO printing. Among the types of support available, a Chair may formally request the Public Printer to detail a GPO professional to the Committee on a short- or long-term basis.

Committee staff with questions or needing assistance with preparation should contact Congressional Publishing Services at 202-512-0224.

By direction of the Joint Committee on Printing, House Committees may generally receive up to 100 copies of hearings and 100 copies of Committee prints, with up to four sets bound copies for official use (including archival purposes).

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Stationery

Pursuant to 44 U.S.C. § 734, ordinary and necessary expenses associated with the printing and production of official stationery are reimbursable. Official stationery may be procured from the Government Publishing Office.

Contact the Congressional Printing Management Division at 202-512-0224 and the Office of Publication Services at x65200 for stationery requests.

Additional stationery requests (writing paper, bond, etc.) are reimbursable.

Official stationery must contain the following information:

1. Member's name;
2. Member's district and state;
3. Congress of the United States, House of Representatives, or comparable language;

Official stationery may contain the following information:

1. Leadership-appointed positions; and
2. Congressional Member Organization membership.

Official stationery may include professional license(s).

Official stationery may not contain the following information:

- a. Seals other than the Great Seal, Congressional Seal, or State Seal
- b. Member's political party identification
- c. Slogans
- d. Private entity information or endorsement
- e. Campaign contact information (e.g. address, phone number, e-mail address)
- f. Greetings
- g. Picture or likeness of the Member
- h. Family Crest

Ordinary and necessary expenses related to the purchase of stationery (writing paper, press or news release letterhead, etc.) are reimbursable. Committees may purchase the stationery from OPS or an outside vendor.

Official stationery may be used only for a letter or other document when the content is official in nature. When sent out under the Frank, content must comply with the Franking Regulations. Contact the Franking Commission at x60647 for information on content of official correspondence.

Contact the Committee on Ethics at x57103 for guidelines on the use and appearance of official stationery. Contact the Franking Commission at x60647 for information on content of official correspondence.

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Business Cards

Ordinary and necessary expenses for business cards for Committee Members and Committee employees are reimbursable. The content of business cards must comply with the Franking Regulations. Business cards must contain the name of the employing authority and accurately describe the position to which the employee has been appointed.

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Websites

General

Internet sites paid for with official funds (websites) are a series of centrally maintained Web pages, accessible to the public via the Internet and stored on a specific host. The home page is the first accessible page for that site.

1. Ordinary and necessary expenses associated with the creation and continued operation of websites, in support of official Committee business, are reimbursable.
2. Except as noted in item 6, below, Committee websites must be located in the HOUSE.GOV host-domain and must be hosted in conformance with the regulations issued by the Committee on House Administration.
3. The minority and Subcommittees shall be entitled to a separate page that is linked to and accessible from the Committee's primary (house.gov) web page. For any web pages created under this policy, the Chair (Committee or Subcommittee) or Ranking Minority Member (Committee or Subcommittee) responsible for its content must be identified on the introductory page.
4. Committee Websites may be maintained by House Information Resources (HIR), the Committee office, or a private vendor authorized to provide Web services to the House in compliance with the regulations issued by the Committee on House Administration.
5. Committee and Member websites may link to each other, but Member websites may not be located on websites paid for by Committee funds.
6. In addition to their official HOUSE.GOV website, a Committee may establish profiles, pages, channels or any similar presence on third-party sites that

allow individuals or organizations to offer information about themselves to the public (Social Media Accounts). Committee-controlled content on social media accounts is subject to the same requirements as content on Committee websites.

7. Websites should be compliant with the accessibility standards set out in § 508 of the Rehabilitation Act of 1973 and the World Wide Web Consortium's Web Content Accessibility Guidelines.
8. Websites may link to non-government sites, so long as the link content relates to the Committee official business, and the content would not otherwise violate any other House rules, regulations, or federal laws.
9. In addition to the official Committee website, the Chair may establish profiles, pages, channels or any similar presence on third-party sites that allow individuals or organizations to offer information about themselves to the public (social media accounts). Committee-controlled content on social media accounts is subject to the same requirements as content on Member websites.
10. All social media accounts and websites of the majority and minority are controlled by the Chair and ranking Member respectively.

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Content

The content of a Committee website:

1. The official content of any material posted by a Committee on any website must be in compliance with Federal law and House Rules and Regulations applicable to official communications and germane to official Committee business.
2. May not include personal (outside of incidental references), political party (except for political party affiliations), or campaign information.
3. May not include grassroots lobbying including generating, circulating, soliciting, or encouraging signing of petitions.
4. May not include any advertisement for any private individual, firm, or corporation, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service.

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Name (URL)

1. The URL name for an official website located in the HOUSE.GOV domain must be recognizably derivative or representative of the name of the Committee sponsoring the Website and comply with the regulations issued by the Committee on House Administration.

2. The URL name for an official website located in the HOUSE.GOV domain or name of a profile, page, channel or similar presence on a third party site may not:
 1. Be a slogan.
 2. Imply in any manner that the House endorses or favors any specific commercial product, commodity, or service.
 3. Be deceptive and must accurately represent the Committee.
3. A Committee Member may use personal funds to purchase a personalized URL as a locating address without any content, so long as it points back and resolves to the official website address.

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Information Security

The Committee on House Administration issues and maintains policy and standards to guide Members and staff for the protection of House information and equipment.

The purpose of these policies and standards is to protect the Members and the House from the inappropriate release of privileged or protected information. Categories of information designed to be protected include: legislative information, legally protected information such as personally identifiable information and medical information protected under Health Insurance Portability and Accountability Act (HIPPA). Information related to the advance travel plans and locations of Members and staff should be protected to help ensure the safety of Members and staff.

National Security Information is protected by law and procedures established by the Sergeant at Arms' Office of House Security.

Members and staff are expected to comply with applicable laws, House Rules, and House Security Policy in their daily practice of using the Internet, House computers, and mobile equipment. The House Information Security Office at x66448 offers practical guidance to assist Members in this effort.

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Disbursements

Advance Payments

There are instances in which advance payments may be required and may be paid. All advance payments must meet all of the following four criteria:

1. The vendor provides these billing options to other customers (documentation required).
2. The amount to be paid must be fixed at the time of purchase (e.g., variable cost contracts or services are ineligible).

3. All transactions for advance payments for the next legislative year must be submitted for payment before the beginning of that legislative year.

4. The vendor may not bundle items that are eligible for advance payment with items that are not eligible.

Unless specifically authorized by the Committee, only the following advance payments are reimbursable and only to the extent they last the current term of Congress (except where noted):

- a. Facility rentals, and related costs excluding deposits
- b. Public information booth rental
- c. Educational expenses
- d. subscriptions for print and electronic publications
- e. Original Equipment Manufacturers' Warranties
- f. Telecommunication devices or services
- g. Web and information technology services (including software license and maintenance fees). Advance payments are not allowable for custom services to be performed such as but not limited to designing or building websites
- h. Bottled water/ coffee services

The Committee on House Administration will annually set a cap on the amount available to Committees for advance payments.

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Reimbursement and Direct Payment

Disbursements from funds available to Committees are paid either on a reimbursement or direct payment (to vendors or the House) and require:

1. The Committee Chair's signature, certifying the expense was incurred in support of official Committee business.
2. Supporting documentation (i.e., receipt, invoice, etc.). Please refer to Voucher Documentation Standards approved by the Committee on House Administration.

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Government Purchase Card

The Government Purchase Card is available for Member and employee use for the purchase of goods and services obtained in support of official business (e.g., office supplies, subscriptions, training, etc.). Expenses incurred on this card are directly reimbursable to Citibank with the completion of online expense reallocation, a copy of the credit card statement, an accompanying voucher, and applicable receipts.

Members and employees are reminded that the Government Purchase Card is for official non-travel related expenses only. Use of this card for any personal or non-official purchases is prohibited.

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Tax Exempt Letters

To avoid paying unnecessary taxes, please contact the Office of the General Counsel at x59700 for tax exempt letters applicable to each state.

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General Expenses

Appliances

Ordinary and necessary expenses for small appliances (microwaves, coffee makers, etc.) for use in Committee offices are reimbursable. Equipment, including appliances, with a purchase price over \$500 must be added to the Committee's inventory by contacting CAO First Call at x58000.

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Clipping Services

Ordinary and necessary expenses related to clipping services (newspapers, periodicals, magazines, etc.) are reimbursable.

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Decorating Expenses

Decorations of nominal value (such as bookends, flags, seals, etc.) for Committee offices are reimbursable. Contact the Committee on House Administration for a list of Government agencies that provide wall decorations free of charge.

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Deposits

Security and other deposits are not reimbursable and must be paid from the Member's personal funds. Each Member should notify vendors that any return of deposits should be made to the Member.

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Drug Testing

Ordinary and necessary expenses related to drug testing, in accordance with the Committee's written drug testing program, are reimbursable.

Offices should consult with the Office of House Employment Counsel at x57075 when establishing drug-testing policies.

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Dues

Pursuant to 5 U.S.C. § 5946, dues, membership fees, assessments, and annual fees are not reimbursable.

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Educational Expenses

Ordinary and necessary expenses for Members or employees of the Committee to attend vendor-sponsored conferences, seminars, briefings, professional training, and informational programs related to the official Committee business are reimbursable, except where noted:

1. Members or employees may not be reimbursed for expenses to attend educational programs in order to obtain a primary, secondary, graduate, postgraduate, or professional degree.
2. Expenses associated with acquiring or maintaining professional certification or licensing are not reimbursable except for basic first-aid, CPR, or notary certifications.

Specialized Training

In addition to educational expenses, each Committee is authorized, with the approval of the Committee on House Administration, to provide assistance to employees of the Committee in obtaining specialized training, whenever that Committee determines that such training will aid the Committee in the discharge of its responsibilities.

1. Such assistance may be in the form of continuance of pay during the periods of training, or grants of funds to pay tuition or other expenses of training, or both.
2. Committees must obtain reasonable assurance from the employee of his or her intent to return to work so that the employee may convey the benefits of such training upon the Committee.

The Committee Chair must submit a letter to the Committee on House Administration, prior to any expenses being incurred, explaining the need for the specialized training, the cost, the duration, and any other pertinent information.

See [Advance Payments \(27\)](#) and [Contractors \(6\)](#).

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Employment-Related Expenses

Ordinary and necessary expenses related to filling employment vacancies are reimbursable.

The following expenses are not reimbursable:

1. Transportation to and from employment interviews; or
2. Relocation expenses upon acceptance or termination of employment.

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Equipment

Equipment, including appliances, with a purchase price over \$500 must be added to the Committee's inventory by contacting CAO First Call at x58000.

For all questions relating to equipment and equipment-related issues, refer to the Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives, available at (<http://cha.house.gov>). For further information relating to any of the CAO's services, please refer to HouseNet or call First Call at x58000.

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Food and Beverage Expenses

Members and employees of a Committee may be reimbursed for food and beverage expenses incidental to an official meeting that includes person(s) who are not Members or employees of the House.

Members and employees of a Committee may be reimbursed for food and beverage expenses no more than two times per year for legislative planning session meetings involving Members and staff that occur within the Washington D.C. metropolitan area.

Members and employees of a Committee may not be reimbursed for food and beverage expenses related to social activities or social events (e.g. receptions, entertainment, holiday or personal celebrations, and swearing-in or inauguration day celebrations, etc.).

The cost of alcoholic beverages is not reimbursable under any circumstances.

See [Representational Funds \(34\)](#).

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Framing

Framing services for items to be displayed in the Committee offices are reimbursable. When Committees use the in-House framing service provided by the CAO, charges will be automatically debited from Committee funds.

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Furniture

Furniture (e.g., furniture, rugs, carpet, draperies, repairs, etc.) for Committee offices is supplied and maintained by the CAO through First Call at x58000.

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Incidental Use

Incidental personal use of equipment and supplies owned or leased by, or the cost of which is reimbursed by, the House of Representatives is permitted only when such use is negligible in nature, frequency, time consumed, and expense.

For example, limited use of government resources to access the Internet, to send or receive personal e-mail, or to make personal phone calls is permissible, so long as the use meets the above criteria, and otherwise conforms with the Regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII).

Each Committee may adopt a more restrictive incidental use policy.

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Late Fees

Ordinary and necessary fees related to late payments incurred beyond the control of a Member or employees of the Committee are reimbursable.

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Mass Transit Benefit

Members and staff working in Washington, D.C. are eligible for transit benefits. For information regarding this benefit, please contact Office of Payroll and Benefits at x51435.

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Messenger Services

Ordinary and necessary expenses for messenger/courier services related to official Committee business are reimbursable.

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Parking

Please see the Committee on House Administration website for the House Parking Policy.

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Photography Expenses

Ordinary and necessary photography expenses related to a Committee's official business, including but not limited to, official photographs, and photograph presentation folders and frames of nominal value, are reimbursable.

Official photographs are those taken with the use of House resources (equipment, staff, etc.) and include photos for use on House credentials and in House directories. Photos taken with House equipment by House staff are considered official photographs. Committee funds may be used to employ or contract a photographer, or to procure photographic equipment. Official photographs must comply with applicable rules and regulations for official use and may not be used for personal or campaign purposes.

In Washington, DC, contact the House Photography Studio at x52840 for services, charges, and availability.

Photographs provided by a constituent may implicate the gift rule. Contact the Committee on Ethics at x57103 for more information.

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Publications

Ordinary and necessary expenses related to purchasing or subscribing to publications, including but not limited to research materials, reference books, informational brochures, electronic services, or periodicals for official Committee business use are reimbursable.

All invoices for subscriptions received by the Office of Finance through the close of business January 2 will be debited from the current Committee session year. Subscriptions beginning on January 1 or 2 may be debited from either session year, as directed by the Committee Chair.

Subscriptions to newspapers and periodicals may exceed a Congress.

Subscriptions that exceed a Chair's service will be assigned to their successor.

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Records Maintenance and Archiving

1. House Rule XI, clause 2(e) requires that each Committee keep a complete record of all Committee actions, including, but not limited to, the following:
 - Roll call votes
 - Committee publications (e.g., Committee hearings, Committee prints, legislative calendars)
 - Transcripts of unprinted hearings
2. For detailed information regarding archiving, contact the Office of Art and Archives at x61300 for a copy of Archiving Committee Records for Committees of the U.S. House of Representatives: A Handbook of Archival Practices and Procedures.
3. House Rule VII requires that at the close of each Congress, the Clerk shall obtain all non-current records, paper and electronic, of each Committee and transfer them to the National Archives for preservation subject to the order of the House. The Clerk will provide, at the close of each Congress, each Committee with the necessary instructions and forms to be used in retiring the Committee's records to the Office of Art and Archives for transfer to the National Archives.
4. Archived records may be retrieved, when necessary, upon request submitted by authorized Committee staff to the Office of Art and Archives. The Committee Chair must provide to the Clerk a list of staff authorized to request the retrieval of archived records.

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Items for Official Presentation

Ordinary and necessary expenses related to the purchase of items of nominal value for official presentation, by a Member of the Committee at the direction of the Chairman, when on official travel for the House outside the United States, its territories and possessions; or in connection with visits to the United States by foreign heads of State and other foreign officials are reimbursable. Food and beverage expenses and the purchase of items of nominal value for official presentation, by a Member of the Committee at the direction of the Chairman, in connection with visits to the United States by foreign heads of State and other foreign officials are reimbursable.

To purchase items from the House Gift Shop, select the item(s) and notify the sales clerk that it is for official Committee business. Receipts for such items should be vouchered and must be supported by a listing of the name, title or position, and country represented of all individuals attending the event and/or to whom an official presentation is made.

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Supplies

Ordinary and necessary expenses for office supplies in support of the conduct of official Committee business are reimbursable.

Office Supply Store ("OSS") located in B-217 Longworth at x53321 issues each Committee an account card. The cost of all items purchased with the account card is charged directly to Committee funds. Committee Chairs may request additional account cards for use by Subcommittees and the minority.

Each month, OSS will provide each Committee with a statement of all transactions charged to the Committee's account card(s). Committees should reconcile their records with this statement to ensure accuracy. Discrepancies should be resolved immediately with OSS.

OSS also operates a gift shop in B-217A Longworth which sells souvenirs and mementos to Members, employees and the public. Committee account card(s) may not be used to purchase items at the Gift Shop.

For information regarding special orders, deliveries and monthly statements, contact OSS at x53321.

See [Representational Funds \(34\)](#).

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Telecommunications

Ordinary and necessary expenses related to the official use of telecommunications devices and services, including periodic or flat service fees, of telecommunications lines (voice and data) in the residence of Members and employees of the Committee are reimbursable. The cost of installation of such lines is not reimbursable.

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Hearings and Meetings

Committees must adhere to House Rules with respect to preparing for and holding hearings, mark-ups and meetings.

Notices of Committee hearings and meetings should include a contact person to arrange for accommodations for persons with disabilities. For suggested language and assistance in meeting accommodations, contact the Office of Congressional Accessibility Services at x44048.

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Audio and Video Expenses

Ordinary and necessary expenses including but not limited to the following, are reimbursable:

- a. Audio and video taping of meetings and hearings.
- b. Audio and video dissemination of Committee meetings and hearings.
- c. Video teleconferencing for official Committee business.

Except for notices of official Committee events, the costs related to purchasing television broadcast time are not reimbursable.

Note: In Washington, the House Recording Studio, an in-House source for audio and video services, is available. Contact the House Recording Studio at x53941 for information on services, charges and availability.

There are certain election-related restrictions on mass communications. Audio and video content must relate to official and representational duties to the district and must comply with Franking standards if sent out as an unsolicited mass communication.

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Charts / Presentation Materials

Ordinary and necessary expenses for the production of charts or other materials for official Committee business are reimbursable. Committees may use the in-House service, House Information Resources (HIR), or an outside vendor for the production of charts. Contact HIR at x63799 for services and charges.

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Field Hearings

Ordinary and necessary expenses related to the conduct of field hearings, including but not limited to the procurement of public/government or commercial space, security, and related operational expenses are reimbursable.

Insurance for Rental Space

Committees may be asked to provide a certificate of insurance for the purpose of entering into a lease for securing space for a field hearing or other official events.

The House does not carry a private insurance policy and generally does not permit the use of Committee funds to pay for a private insurance policy.

Under the provisions of the Federal Tort Claims Act, codified at 28 U.S.C. §§ 2671-2680, the United States acts as a self-insurer and recognizes its liability for the negligent and wrongful acts or omissions of its employees acting within the scope of their official duties. The United States is liable to the same extent an individual would be in like circumstances.

Although the Federal Tort Claims Act is not the equivalent of private liability insurance, it does provide an aggrieved party with administrative recourse, and if that proves unsatisfactory, it provides legal recourse for the damage or injury sustained. Thus, to the extent negligent acts of congressional employees, while conducting official duties, result in either property damage or bodily injury, such damage or injury should be compensable under the Act in a manner which affords protection similar to private liability insurance.

However, if the provisions of the Federal Tort Claims Act are not considered adequate, the ordinary and necessary expenses for liability insurance to cover these risks are reimbursable. When a compensable event occurs, the deductible portion of a policy may be paid from Committee funds.

Security and other deposits are not reimbursable and must be paid from the Member's personal funds. Each Member should notify vendors that any return of deposits should be made to the Member.

Expenses for the purchase of fire and theft insurance are not reimbursable.

For advice and guidance regarding the Federal Tort Claims Act, contact the Office of the General Counsel at x59700.

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Interpreting and Translating Services

Ordinary and necessary expenses related to interpreting and translating services, including accommodations are reimbursable. For events held in House Office Buildings, contact the Office of Congressional Accessibility Services at x44048.

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Official Reporters

All transcription services must be arranged through the Office of Official Reporters. These services include:

- Official hearings, mark-ups or other bipartisan meetings of Members of the Committee called by the Chair of a Committee or Subcommittee
- Classified Member briefings called by the Chair
- Depositions and/or interviews that are part of a Committee investigation

- House/Senate joint committee meetings or conference meetings held on the House side of the Capitol or in the House office buildings

These transcription services are provided at no cost to Committees.

When in-house reporters are not available, the Office of Official Reporters will arrange for an outside contracted vendor. There is no cost to Committees.

For field hearings, the Office of Official Reporters will either send an Official Reporter or arrange for a reporter from a commercial firm with availability at the location of the field hearing. There is no cost to Committees. If an Official Reporter is assigned to cover a field hearing, travel expenses of the Official Reporter will be paid for by the Office of the Clerk.

The Committee Chair may authorize the use of an outside reporter, at direct cost to the Committee, for meetings other than those that the Official Reporters are required to cover. These include open Committee briefings, town hall meetings, and unofficial hearings not called by the Chair. All expenses related to these services must be paid from Committee funds.

Contact the Office of Official Reporters at x52627 for information on how to request a reporter.

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Witnesses

The reimbursement of travel expenses incurred by a witness is an extraordinary measure.

Reimbursement will be made only when authorized by the Committee Chair. Reimbursement will be made only to an individual called to appear as a witness before a duly constituted meeting or hearing under House Rules or a duly constituted staff deposition.

Witnesses may travel at the government rate when the Committee is reimbursing for travel expenses.

If a witness is a minor or requires medical assistance, reimbursement may be made to the parent or guardian of the minor or nurse or aide accompanying the witness.

If a witness resides outside the United States, its territories and possessions, reimbursement may be made to the witness for transportation expenses to and from the United States.

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Travel

Travel in support of official Committee business, is official travel. Official travel includes local travel and being away from home overnight when returning to the primary duty station is unduly burdensome or impractical.

The Committee Chair must approve all official travel. The Committee Chair may establish internal Committee procedures for authorization of travel.

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General

1. Ordinary and necessary expenses associated with official travel, including transportation, lodging, meals (excluding alcohol), and incidentals (parking, ticket change fees, etc.) are reimbursable.
2. Only Members and employees of the Committee, consultants, vendors and witnesses may be reimbursed from Committee funds for travel expenses (unless otherwise authorized, in writing, by the Speaker).
3. Any travel by detailees will be undertaken pursuant to the authority of the detailing department or agency. Reimbursement of travel to the department or agency will be from Committee funds and subject to the detailing agreement.
4. Official travel may not be for personal, campaign-related political party, campaign or Member personal office purposes.
5. Official travel cannot originate from or terminate at a campaign-related political party or campaign event. Official travel may not be combined with or related to travel or travel related expenses paid for with campaign funds.
6. Travel to or from a destination for the purposes of connecting to or from another official or officially-connected trip is also considered official travel. Any of the connecting/linking travel must occur within the US to be reimbursed with official funds, and the primary purpose of the secondary trip must primarily relate to official business.
7. Living expenses are not reimbursable. "Living expenses" include meals, housing, and other personal expenses incurred at the Member's or employee's residence or duty station. In extraordinary circumstances (e.g., extreme weather conditions, staff working beyond availability of mass transit, etc.) please contact the Committee on House Administration at x58281 for guidance.
8. Commuting expenses are not reimbursable, except in extraordinary circumstances (e.g., extreme weather conditions, staff working beyond availability of mass transit, etc.) when a Chairman receives written authorization from the Committee on House Administration. Commuting expenses are reimbursable through the House Alternate Ride Home program found on [HouseNet](#). "Commuting expenses" are transportation expenses incurred by the Member or employee while commuting between their residence and duty station.
9. Official travel may not exceed 60 consecutive days.

10. Only ordinary and necessary charges associated with failure to cancel reservations incurred beyond the control of the Members and employees of the Committee are reimbursable.
11. The cost of alcoholic beverages is not reimbursable.
12. The Committee on House Administration encourages Committees to establish a limit on reimbursement of travel related expenses and suggests the use of the locality based per diem rates as a guideline. The locality based per diem rates are located on the General Services Administration Web page at <http://www.gsa.gov/search.htm>.
13. Pursuant to House Rule XXIV, clause 10, no Member of the Committee may be reimbursed for transportation or travel-related expenses after the date of the general election in which the Member has not been elected to the succeeding Congress, or in the case of a Member who is not a candidate in such general election, the earlier of the date of such general election or after the adjournment sine die of the last regular session of the Congress.

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Combined Travel

Combined travel is travel by a Member or employees of the Committee for the primary purpose of supporting official Committee business, but includes an intervening destination or an additional time period that is included for personal purposes.

Combined travel requires that:

- The primary purpose of the travel must be official and representational. The personal segment of the combined travel may not be purchased at a government rate or be purchased with a Government Travel Card.
- The traveler must attach the combined travel form to the voucher submitted for combined travel reimbursement, stating that the official travel and personal travel was combined for personal convenience. (Combined Travel form).
- All travel must occur within the United States, its territories, or possessions.

Reimbursement Options for Combined Travel:

Option #1 - The traveler purchases both segments of the trip with personal funds at the commercial rate.

The traveler may then seek reimbursement for the government rate of the direct route and means to the destination required for official and representational business, or the actual traveled fare; whichever is less.

Option #2 - The traveler purchases the initial "personal" segment of the trip with personal funds at the commercial rate (no reimbursement is

sought for this segment). The next “official” segment to either D.C. or the district may be purchased at either commercial or government fare.

The traveler may then seek reimbursement for the fare of the official segment, so long as the rate does not exceed the government rate between the district and D.C., or the actual traveled fare, whichever is less.

In the event of a segment of personal travel, there is an absolute prohibition on reimbursement from official funds for the personal travel segment.

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Unexpected Official Travel

Travel expenses are reimbursable in the event that unexpected official business requires Members or employees of the Committee to travel to Washington, D.C. or location of official Committee business from a location within the United States, its territories and possessions. Travel to and from campaign or other political activity is not reimbursable. Travel may be booked at the government rate.

Committee funds may be used to return Committee Members and employees to a location for personal business after fulfilling their official duties.

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Methods of Travel

Subject to these travel regulations, all official travel by way of common carrier, chartered, leased, or privately-owned vehicle (airplane, automobile, etc.) is reimbursable.

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Chartered Aircraft

Ordinary and necessary expenses related to chartering an aircraft are reimbursable when passengers are restricted to Members, their immediate family (spouse, child, parent) and employees of the committee, the names of whom must be stated on the voucher.

The full cost of the chartered aircraft must be paid for by Committee funds.

If an immediate family member is a passenger, the Member must submit a check to the Finance Office payable to the US Treasury equivalent to the cost of a comparable commercial first class fare with an explanatory letter.

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Corporate or Private Aircraft

Members and employees of the committee who travel via corporate, business or privately owned aircraft in support of the conduct of official Committee business must reimburse the entity providing the flight for the fair market value of the flight. To determine the fair market value of such a flight, apply the following:

- a. When the travel is via a previously or regularly scheduled flight by the corporation for its business, or individual, the entity must be reimbursed based on the cost of a commercial first class flight to the nearest location served by a commercial passenger airline. If only standard (coach) rates are available at the nearest location, the committee must reimburse the entity for the standard (coach) rate.
- b. When the flight is scheduled specifically for Committee use, payment will be made based on the cost of an equivalent commercial chartered flight to that location. Prior to scheduling travel provided by any corporation, business, or individual, the committee must verify that the person has the authority under its FAA certification to accept payment for travel as set forth above. Contact the Committee on Ethics, at x57103 for guidance.

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Department of Defense

The Department of Defense will support approved travel of Members and employees of the Congress upon request of the Congress, pursuant to law or where necessary to carry out the duties and responsibilities of the Department of Defense.

The Department of Defense Directive number 4515.12 prescribes the policy of the Department of Defense with respect to support for travel of Members and employees of Congress. For additional information, contact the Congressional Liaison Office of any branch of the Armed Services.

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Officially Leased Vehicles

Ordinary and necessary expenses related to the short-term lease of a vehicle in support of the conduct of official business are reimbursable.

1. Non-governmental use of a vehicle may be made only when such use is:
 - a. During the course of and generally along the route of the day's official itinerary
 - b. Incidental to the day's official Committee business
 - c. De minimis in nature, frequency, and time consumed
 - d. Does not otherwise constitute a significant activity or event
 - e. Not for any campaign/campaign-related political party purpose
2. The Committee recommends that cars be rented at the government rate with unlimited mileage and full and comprehensive collision damage waiver (CDW) coverage. Not all rental car franchises include CDW coverage with the government rate. To ensure CDW coverage, offices should make their rental car reservations through the Combined Airline Ticket Office (CATO).

3. If the government rate is unavailable or the government rate does not include CDW coverage, the cost for CDW coverage is reimbursable.
4. Personal accident insurance, personal effects coverage, and equivalent insurance policies are not reimbursable.
5. Security deposits, advance payments, termination fees, traffic violations, etc., are not reimbursable.

If an employee on official business is involved in an accident with a rental car, notify the Office of General Counsel at x59700.

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Privately-Owned / Privately-Leased Vehicles

The costs of transportation by Member or employee via a privately owned or privately leased vehicle while on official and representational business reimbursable on a rate per mile basis based on the rates established by the Government Services Administration. The maximum rates per mile as of January 1, 2016 are:

- Automobile: \$.54
- Motorcycle: \$.51
- Airplane: \$1.17

For the current applicable rates, contact the Committee on House Administration at x58281 or visit (<http://www.gsa.gov/portal/content/100715>).

Only mileage for use of an aircraft that is privately owned by either a Member or the Member's employee is reimbursable. Gasoline purchased for privately owned vehicles is not reimbursable; reimbursement is provided through mileage rate reimbursement.

See Corporate or Private Aircraft (41).

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Official Travel Expenses

Official travel expenses including transportation, lodging, meals (excluding alcohol), fees (e.g., parking, tolls, ticket change fees, etc.), and other ordinary and necessary incidental expenses while on official travel status are reimbursable.

The Committee on House Administration strongly recommends that Committees submit their vouchers for travel reimbursement at least fifteen days before the payment due date to assist the Finance Office in providing timely reimbursements and prevent Committee Members and employees from incurring late fees or delinquency problems.

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Government Rate Eligibility

Government rates are available to Members and employees of the Committee to support the conduct of official travel. To be eligible for government rates when scheduling official travel, Members and employees of the Committee may present:

- a. Government Travel Charge Card
- b. Government Travel Cardless Account
- c. Government Travel Request Form
- d. Official Travel Authorization Coupon

Contact the Finance Office at x57474 for account information and forms.

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Government Travel Card

The Government Travel Card is available for Member and employee use for official travel and travel-related expenses. Travel expenses incurred on this card are directly reimbursable to Citibank with a copy of the credit card statement, an accompanying voucher, and applicable receipts.

Members and employees are reminded that the Government Travel Card is for official travel purposes only. Use of this card for any personal or non-official purchases is prohibited. The Government Travel Card may be used by the cardholder only. The cardholder may use the card to purchase travel-related services (e.g., airline tickets, hotel expenses, etc.) for other authorized travelers.

The Office of Finance will monitor the monthly delinquency report received from the vendor and alert offices of delinquencies. The Office of Finance will not intervene with the vendor in the event of a delinquency.

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Government Travel Cardless Accounts

1. The Government Travel Cardless Account is available for Committees to use to purchase airline tickets through CATO as well as any other travel related reservations that do not require the traveler to present a card such as AMTRAK or hotel reservations.
2. The Committee Chair must appoint an employee of the Committee to act as manager of the account and specify which employees are authorized to use the account.
3. Reimbursement for expenses incurred with the cardless account is made directly to the credit card company. Committees must submit the original credit card statement and airline ticket receipt to the Finance Office along with the voucher. Please refer to the Voucher Documentation Standards approved by the Committee on House Administration and available on HouseNet.

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Shared Official Travel Expenses

Official travel expenses may be shared by more than one Committee office or with a Member office. The division of costs must accurately reflect the expenses incurred by each office.

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Travel Promotional Awards

Free travel, mileage, discounts, upgrades, coupons, etc. accrued by Members or employees as a result of official travel awarded at the sole discretion of the company as a promotional award, may be used at the discretion of the Members and employees of the Committee. The Committee on House Administration encourages the official use of these travel awards whenever practicable.

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Foreign Travel

The authority to incur expenses for foreign travel is contained in House Rule X, clause 8, 22 U.S.C. § 1754, and in other provisions of law.

For further information contact the office of Interparliamentary Affairs at x61766.

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General

1. Travel is coordinated through the State Department Travel Office. The State Department will issue a Government Travel Request Form that is processed through CATO. Each Committee should obtain a copy of the State Department's "Official Foreign Travel Guide for the U.S. Congress" for information concerning what paperwork is required. For other travel questions regarding arrangements, contact the State Department at (202) 203-7704. Information regarding per diem while on foreign travel is located at www.state.gov/www/perdiems/index.html.
2. Members and employees should use American carriers whenever possible, unless such service is not reasonably available.
3. Pursuant to House Rule XXIV, clause 10, no appropriated moneys or local currencies owned by the United States may be used to pay foreign travel expenses of Committee Members after the date of the general election in which the Member has not been elected to the succeeding Congress, or in the case of a Member who is not a candidate in such general election, the earlier of the date of such general election or the adjournment sine die of the last regular session of the Congress.

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Authorization

Speaker of the House

Pursuant to 22 U.S.C. § 1754(b)(1)(B)(i) and House Rule I, clause 10, the Speaker has the authority to designate any Member or employee of the House to travel on business of the House outside the United States, its territories and possessions.

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Committee Chair

Pursuant to 22 U.S.C. § 1754(b)(1)(B)(ii), Committee Chairs have the authority to designate any Member or employee of the Committee to travel on official Committee business, outside the United States, its territories and possessions. For further guidance, refer to the Office of Interparliamentary Affairs at x61766.

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Foreign Travel Reports

Individuals

House Rule X, clause 8(b)(3) requires each Member and employee who performs official foreign travel to submit, no later than 60 days following the completion of travel, an itemized report to the Committee Chair under whose authority the travel was performed. The report should contain the dates each country was visited, the amount of per diem furnished, the cost of transportation furnished, other funds expended for official purposes and summarize in these categories the total foreign currencies and/or appropriated funds expended.

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Committee Chair

22 U.S.C. § 1754(b)(2) requires the Chair of each Committee, on a quarterly basis, to prepare a consolidated report of amounts expended for foreign travel by each Member and employee of the Committee. The report should include the amounts expended in foreign currency (in dollar equivalent values), amounts expended in appropriated funds, the purpose of each expenditure (including per diem and transportation), and the total itemized expenditure by each Member or employee of the Committee.

The Clerk of the House will provide each Committee with a "Report of Expenditures for Official Foreign Travel" form that must be completed, signed, and returned to the Clerk of the House. The report will be published in the Congressional Record and be open to public inspection at the Legislative Resource Center at x65200.

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Speaker Authorized Travel

22 U.S.C. § 1754(b)(3)(A) requires each individual authorized by the Speaker to travel outside the United States to file a report with the Clerk of the House within 30 days after the completion of the travel. The report should include the amounts expended in foreign currency (in dollar equivalent values), amounts expended in appropriated funds, the purpose of each expenditure (including per diem and transportation), and the total itemized expenditure.

For groups authorized by the Speaker, the Chairman or if there is no designated Chairman, the ranking Member or senior employee of the group, is required to submit a report for all Members of the group.

The report will be published in the Congressional Record and be open to public inspection at the Legislative Resource Center at x65200.

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Interparliamentary Group or Delegation

22 U.S.C. § 276c-1 requires each Committee Chair or senior Member of an interparliamentary group or delegation traveling outside the United States to submit an itemized report to the Chair of the Committee on Foreign Affairs. The report must include all expenditures made by, or on behalf of each Member or employee of the group, and the purpose of the expenditures, including per diem (lodging and meals), transportation and other expenditures. The report must be completed before the end of the session in which the travel occurred. Contact the Committee on Foreign Affairs at x55021 for additional information.

The Chair of the Committee on Foreign Affairs will, within sixty days after the beginning of each regular session of Congress, prepare a consolidated report with respect to each group that has submitted a report. The consolidated report will be filed with the Committee on House Administration and shall be open to public inspection at the Legislative Resource Center at x65200.

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Amending Travel Reports

Miscellaneous travel expenses (i.e., receptions, ground transportation, security) recognized subsequent to submission of the original foreign travel report should be reported to the Clerk of the House in the form of an amended report.

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Foreign Gifts and Decorations Report

5 U.S.C. § 7342 requires each Member or employee who has accepted a tangible gift or decoration of more than minimal value, or a gift of travel or expenses of travel taking place entirely outside the United States, its territories or possessions, tendered by a foreign government, to file a report with the Committee on Ethics within 30 days after the acceptance of the gift, decoration or travel. The report will be open to public inspection at the Committee on Ethics.

Contact the Committee on Ethics at x57103 for the applicable forms and for information on “minimal value.”

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Modifications

The Chairman of the Committee on House Administration is authorized to make technical and conforming modifications to the Committee Handbook, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all Members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all congressional offices by suitable means.

Resolved that, the Chairman of the Committee on House Administration is authorized to make technical and conforming modifications to the Congressional Committee Handbook, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all congressional offices by suitable means.

The CHAIRMAN. Our Committee last updated this handbook more than 10 years ago, and therefore this update, we think, is very well overdue. Most of the updates are to bring the handbook language in line with today's practices.

Again, this and all of our resolutions offered today are part of a commonsense approach and needed updates to ensure our regulations best assist offices while also protecting the taxpayer dollar.

Mr. Brady, do you have any comment on this resolution?

Any other Members?

Much like the Members' Handbook, this change to the Committee Handbook will harmonize it with current practice and, again, reflect what the Committee is doing each and every year.

Any other comments from any of the Members?

If not, then I move that the Committee adopt the Committee Resolution. I have to do the amendment. Excuse me. Where am I at here? This is the next amendment. Okay.

This amendment would change the Committee Handbook to harmonize it with current practice. The amendment changes the fixed maximum mileage reimbursement rates in the Members' Handbook and, again, requires the Committee to issue yearly updates to the community concerning the maximum mileage reimbursement. This is an amendment that I am offering.

[The information follows:]

Committee Handbook

Amendment # 1 – Offered by Mrs. Miller

Strike “The maximum rates per mile” through “Airplane: \$1.17’ and replace with
“The Committee on House Administration shall set maximum mileage
reimbursement rates yearly and appropriately notify offices.”

The CHAIRMAN. Oh, the Committee Handbook. Okay, I have got it. Same language, one for the Committee Handbook, one for the Members' Handbook.

Any Member wish to speak to this amendment?

If not, the question is on the amendment.

I ask for all the members who are in favor to signify by saying aye.

Opposed, say nay.

In the opinion of the chair, the ayes have it, the ayes have it, the amendment is agreed to.

Any other amendments?

I would then move that the Committee adopt the Committee Resolution as amended, and the question is on the motion to adopt the resolution.

All Members in favor of the motion, signify by saying aye.

Opposed, say nay.

In the opinion of the chair, the ayes have it, the ayes have it.

Without objection, the motion to reconsider is laid upon the table.

Any other questions or comments from any of the Members before we adjourn? One of the quickest hearings in history.

Okay. Without objection, the meeting is adjourned.

[Whereupon, at 10:49 a.m., the committee was adjourned.]

